MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 • One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • Seek input from the administration of the school and local public safety on the nature of the drill.
Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 8/29/24 Number of students: 340 Number of staff: 41

Time initiated: 8:45 (a.m./p.m.) Time concluded: 8:48 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number (1) 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Interim Principal

Signature or person conducting drill: _____ Date: _____

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 9/5/24 Number of students: ≈340 Number of staff: 42

Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:04 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number (1) 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Interim. Principal

Signature or person conducting drill: Kathe Stebelton Date: 9-5-24

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

gency: _____ Name: _____ Title: _____

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7/2021

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School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 9/18/24 Number of students: ~~300~~ 355 Number of staff: ~~CPD~~ 40

Time initiated: 1:15 (a.m./p.m.) Time concluded: ~~10~~ 1:22 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number ~~1~~ 2 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number (1) 2 3 for the 2021/2022 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Interim Principal

Signature or person conducting drill: Katie Stebelton Date: 9/18/24

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Hillsdale police Name: Kyle Kiersten Title: officer

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 10/10/24 Number of students: 342 Number of staff: 42

Time initiated: 10:02 (a.m./p.m.) Time concluded: 10:06 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1 **2** 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Principal

Signature or person conducting drill: Katie Stebelton Date: 10-10-24

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 11/15/24 Number of students: ~366 Number of staff: 42

Time initiated: 2:20 (a.m./p.m.) Time concluded: 2:25 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 **(3)** 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Principal

Signature or person conducting drill: Katie Stebelton Date: 11/15/24

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.	

School: Davis Middle School

Principal: Katie Stebelton

Date of drill: 3/18/25 Number of students: ≈366 Number of staff: ≈42

Time initiated: 1:45 (a.m./p.m.) Time concluded: 1:50 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 (4) 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Katie Stebelton

Title of person conducting drill: Principal

Signature or person conducting drill: Katie Stebelton Date: 3/18/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Must post on the school's website within 30 days after completing the drill.
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