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

# School Drill Documentation Form

| Type of Drill | Number/Schedule |
|---|---|
| Fire | Five drills – Three must be completed by December 1 |
| Tornado | Two drills – One must be completed in March |
| Safety/Security | Three drills – One must be completed prior to December 1 and one after January 1<br>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.<br>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.<br>• 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: CES

Principal: John Klein

Date of drill: 11/21/23 Number of students: 394 Number of staff: 61

Time initiated: 1:30 (a.m./p.m.) Time concluded: 1:34 (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: Rooms 305, MPR, 207, and 107 had trouble locking doors.

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

Fire drill number **1** **2** **3** **4** **5** for the 2023/2024 school year

Tornado drill number **1** **2** for the 2023/2024 school year

Safety/Security drill number **1** **(2)** **3** for the 2023/2024 school year

Name of person conducting drill: John Klein

Title of person conducting drill: Principal

Signature or person conducting drill: [signature] Date: 11/21/23

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: Colona Twp PD. Name: [signature] Title: Sgt/SRO

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.*