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<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: Trinity Lutheran School

Principal: Mark Brown

Date of drill: 5/18/2022 Number of students: 170 Number of staff: 15

Time initiated: 10:01 (a.m./p.m.) Time concluded: 10:08 (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: Mark Brown

Title of person conducting drill: Principal

Signature or person conducting drill: Mark Brown Digitally signed by Mark Brown DN: cn=Mark Brown, o, ou, email=mbrown@trinityct.org, c=US Date: 2022.05.18 14:18:04 -04'00' Date: 5/18/2022

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.*