

School Emergency Drill Documentation Form

DRILL INFORMATION

School Name: Nottawa Community School

Type of Drill: ☐ Fire Drill ☐ Tornado Drill ☒ Lockdown Drill

Time of Drill: ☒ Standard ☐ Class Change ☐ Recess ☐ Other Event during lunch/recess

DRILL DETAILS

School Year: 2016-2017

Drill #: 3

Date: 04/13/2017

Time: 1:00 pm

Time to Complete Drill: 45 seconds all doors locked up

Total Participants: All staff and all students participated.

REMARKS

ACKNOWLEDGEMENT

SIGNATURE 

DATE
04/13/2017

PRINT NAME
Ruth Rowe

TITLE
Superintendent

COORDINATION

Emergency Management Coordinator

NAME / TITLE
Bernadette Calkins, Administrative Assistant

Law Enforcement (MSP, County Sheriff, Chief of Police, or designee)

NAME / TITLE
Officer T.J. Baker

Fire Department (Fire Chief or designee)

NAME / TITLE
Ed Rangler, Fire Chief

MCL 29.19 (3) A **minimum of 5 fire drills** is required for each school year for a school that operates any of grades kindergarten to 12. Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

MCL 29.19 (4) A **minimum of 2 tornado safety drills** is required for each school year at the schools and facilities described in subsection (1). At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.

MCL 29.19 (5) A **minimum of 3 drills** in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The governing body of a school shall seek input from the administration of the school and local public safety officials on the nature of the drills to be conducted under this subsection.

MCL 29.19 (7) For a school that operates any of grades kindergarten to 12, the governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website **within 30 school days** after the drill is completed and is maintained on the website for **at least 3 years**. For a school operated by a school district or intermediate school district, the documentation may be posted on the district website. The documentation posted on the website shall include at least all of the following: (a) The name of the school; (b) The school year of the drill; (c) The date and time of the drill; (d) The type of drill completed; (e) The number of completed drills for that school year for each type of drill required under subsections (3) to (5); (f) The signature of the school principal or his or her designee acknowledging the completion of the drill; (g) The name of the individual in charge of conducting the drill, if other than the school principal.