

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 <ul style="list-style-type: none"> 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: Wayland M.S.
 Principal: Carolyn WAYTE
 Date of drill: 9/7/2021 Number of students: 700⁺ Number of staff: 55⁺
 Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:31.39 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Decent for a lot drill. Too much talking in the hallway and we need to reduce the time of exiting.

This report is for: _____ Fire drill number 1 2 3 4 5 for the 2021/2022 school year
(circle number next to applicable drill)
 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: T.J. RESTANI
 Title of person conducting drill: ASSISTANT PRINCIPAL

Signature or person conducting drill: [Signature] Date: 9/7/2021

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: Alcona County Sheriff's Name: N/A Title: N/A
 Agency: Wayland Sheriff's Name: MASS MILLER Title: Security officer
 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.*