

# School Emergency Drill Documentation Form

DRILL INFORMATION	
School Name:	Nottawa Community School
Type of Drill:	<input type="checkbox"/> Fire Drill <input type="checkbox"/> Tornado Drill <input checked="" type="checkbox"/> Lockdown Drill
Time of Drill:	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Class Change <input type="checkbox"/> Recess <input type="checkbox"/> Other Event during lunch/recess

DRILL DETAILS	
School Year: 2016-2017	Drill #: 2
Date: 01/19/2017	Time: 2:00 pm
Time to Complete Drill: 45 seconds	
Total Participants: All staff and all students participated.	

REMARKS

ACKNOWLEDGEMENT	
SIGNATURE 	DATE 1/19/2017
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.