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 • 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: <u>Kalamazoo Christian High School</u>_____

Principal: <u>Dirk Walhout</u>_____

Date of drill: <u>October 27, 2023</u>___ Number of students:<u> 274</u>_____ Number of staff:<u> 40</u>_____

Time initiated: <u>9:20 AM</u>_____ (a.m./p.m.) Time concluded: <u>9:35 AM</u>_____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
□ Before school	XXDuring class time	□ Passing time	□ Recess
□ Lunch time	□ Assembly	□ After school	□ Other:

Remarks: _____
_____

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: <u>Dave Williams</u>_____

Title of person conducting drill: <u>Building Maintenance Director</u>_____ _____

Signature or person conducting drill: *Dave Williams*_____ Date: <u>10.27.2023</u>_____

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.