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 • 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: Kalamazoo Christian High School

Principal: Dirk Walhout

Date of drill: March 7, 2023 Number of students: 254 Number of staff: 40

Time initiated: 12:00 PM (a.m./p.m.) Time concluded: 12:10 PM (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
□ Before school	XX During 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: Toni Cramer
Title of person conducting drill: Administrative Assistant

Signature or person conducting drill: _____ Date: 3.15.2023

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.