School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One 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: __Genesee Christian School_____

Principal: __Rob Buchalski_____

Date of drill: __4/2/24_____   Number of students: __175_____   Number of staff: __18_____

Time initiated: __11:52 am_____ (a.m./p.m.)   Time concluded: __11:55 am_____ (a.m./p.m.)

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

Remarks: _____

_____

This report is for:
(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2023/2024 school year

Tornado drill number **1 2** for the 2023/2024 school year

Safety/Security drill number **1 2 3** for the 2023/2024 school year

Name of person conducting drill: __Rob Buchalski, Ron O'Neil_____

Title of person conducting drill: __Administrator, Safety Resource Officer_____

Signature or person conducting drill: _____Rob Buchalski_____   Date: __4/2/24_____

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.