

School Drill Documentation

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 <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: Briarwood Elementary Principal: Beth Mager

Date of drill: 10/9/2024 Number of students: -328 Number of Staff: -39

Time initiated: 10:28 ☒ a.m. ☐ p.m. Time concluded 10:35 ☒ 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: The clinic light is wired for emergency use and does not shut off completely. One kindergarten room was not locked. The main gym door was unlocked, but students were in the locked gym office. The kitchen staff had a hard time locking the doors to the cafeteria.

This report is for: (check box next to applicable drill)

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☒ 1 ☐ 2 ☐ 3 for the 2024-25 school year

Name of person conducting drill: Beth Mager

Title of person conducting drill: Principal

Signature or person conducting drill: Beth Mager Date: 10/9/24

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: WPD Name: Frank Marek Title: SRO

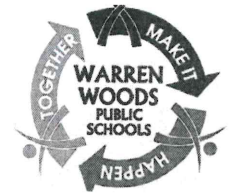
Agency: _____ Name: _____ Title: _____

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.*



Warren Woods Public Schools SAFETY DRILL



SCHOOL YEAR: 2024-2025

BUILDING/BUS: BRIARWOOD ELEM

DRILL TYPE

NUMBER

<input type="checkbox"/>	FIRE	OF 5
<input type="checkbox"/>	TORNADO	OF 2
<input checked="" type="checkbox"/>	LOCKDOWN	1 OF 3
<input type="checkbox"/>	BUS EVACUATION	

DATE OF DRILL: 10/9/2024

TIME OF DAY: 10:28 ☒ AM ☐ PM

DRILL OCCURRED DURING INSTRUCTIONAL TIME:

☒ YES ☐ NO

TOTAL PARTICIPANTS: ~368

TIME REQUIRED TO EVACUATE/SHELTER/SECURE (in minutes): ~ 7 MINUTES

REMARKS: The clinic light is wired for emergency use and does not shut off completely. One kindergarten room was not locked. The main gym door was unlocked, but students were in the locked gym office. The kitchen staff had a hard time locking the doors to the cafeteria.

IMPROVEMENTS NEEDED FOR NEXT DRILL:

NAME OF PERSON CONDUCTING DRILL: Beth Mager

TITLE OF PERSON CONDUCTING DRILL: Principal

SIGNATURE OF PERSON CONDUCTING DRILL: Beth Mager

DRILL COORDINATED WITH:

☐ EMERGENCY MANAGEMENT COORDINATOR – Sgt. Kevin Borycz (586)574-4853 kborycz@warrenpd.org

Or

☒ POLICE ☐ FIRE NAME/TITLE Frank Marek - Resource officer Warren PD

- State of Michigan law requires a minimum of 5 fire drills, 2 tornado drills and 3 lockdown drills.
 - Three of the fire drills are to be held in the fall and two during the remainder of the year.
 - One tornado drill must be held during the month of March
 - One lockdown drill by December 1; and at least one after January 1
 - One drill during lunch, recess or other
- Teachers are reminded to remove attendance books when vacating building.