

## 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"><li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li><li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li><li>Seek input from the administration of the school and local public safety on the nature of the drill.</li></ul>

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: May 30, 2025 Number of students: 300 Number of Staff: 40

Time initiated: 9:20 ☒ a.m. ☐ p.m. Time concluded 9:26 ☒ 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: Rescheduled from 5/21/25

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

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 for the 2024-25 school year

Tornado drill number ☐ 1 ☐ 2 for the \_\_\_\_\_ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the \_\_\_\_\_ school year

Name of person conducting drill: Beth Mager

Title of person conducting drill: Principal

Signature or person conducting drill: \_\_\_\_\_ Date: 5/30/25

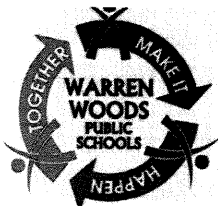
If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

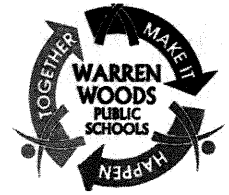
Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

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.*



# Warren Woods Public Schools SAFETY DRILL



SCHOOL YEAR: 2024-2025

BUILDING/BUS: BRIARWOOD ELEM

## DRILL TYPE

## NUMBER

- ☒ FIRE  
☐ TORNADO  
☐ LOCKDOWN  
☐ BUS EVACUATION

5 OF 5  
OF 2  
OF 3

DATE OF DRILL: 05/30/2025

TIME OF DAY: 9:20 ☒ AM ☐ PM

DRILL OCCURRED DURING INSTRUCTIONAL TIME:

☒ YES ☐ NO

TOTAL PARTICIPANTS: 340~ (Students and Staff)

TIME REQUIRED TO EVACUATE/SHELTER/SECURE (in minutes): 6

REMARKS: Rescheduled from 5/21/2025

IMPROVEMENTS NEEDED FOR NEXT DRILL:

NAME OF PERSON CONDUCTING DRILL: Beth Mager

TITLE OF PERSON CONDUCTING DRILL: Principal

SIGNATURE OF PERSON CONDUCTING DRILL: 

DRILL COORDINATED WITH:

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

Or

☐ POLICE ☐ FIRE NAME/TITLE \_\_\_\_\_

- 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.
- When each Safety Drill is finished, send completed forms to Matthew Dishman – Facilities and Transportation and Jackie Miracle - Educational Service Center, within five days of completing drill. Maintain a copy for your records.