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MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

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: Westwood Elementary

Principal: Melissa Johnson

Date of drill: 11-6-2026 Number of students: 520 Number of staff: 55

Time initiated: 2:05 PM (a.m./p.m.) Time concluded: 2:10 PM (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: Melissa Johnson

Title of person conducting drill: Principal

Signature or person conducting drill: M. Johnson Date: 11.6.26

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.