



## 2023-2024 School Drill Documentation Form

### Type of Drill

- |                                     |   |                                     |              |
|-------------------------------------|---|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Fire Drill (5 required)                         | <input checked="" type="checkbox"/> | Standard     |
| <input type="checkbox"/>            | Tornado Drill (2 required)                      | <input type="checkbox"/>            | Class Change |
| <input type="checkbox"/>            | Lockdown/Secured Building<br>Drill (3 required) | <input type="checkbox"/>            | Recess       |
|                                     |   | <input type="checkbox"/>            | Other:       |

### Drill Information

Name of School: Fitzgerald High School

Date of Drill: 4/8/2024

Time of Drill: 10:30 AM

Exact time required to  
evacuate/shelter/secure: 6 minutes, 21 seconds

This report is for  
emergency drill # 4 of 5

Total number of participants: 900

Remarks:

Signature of the school principal/designee acknowledging the completion of the drill:

*Richard Smith*

Printed name of the individual in charge of conducting the drill, if not the school principal:

Richard Smith

This form must be completed and posted on our district website within 30 school days of each  
Completed forms will remain posted for at least 3 years. [MCL 29-19](#)