



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 Drill (3 required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other: |

Drill Information

Name of School: Mound Park Upper Elementary School

Date of Drill: 9/18/2023

Time of Drill: 1:00 PM

Exact time required to evacuate/shelter/secure: 6 minutes

This report is for emergency drill # 1 of 5

Total number of participants: 234

Remarks: Need to assign a person to the NE gate

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

Denye Griessel

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

Denye Griessel

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](#)