



## 2023-2024 School Drill Documentation Form

### Type of Drill

- |  |  |
|--|--|
| <input type="checkbox"/> Fire Drill (5 required)                                 | <input checked="" type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required)                              | <input type="checkbox"/> Class Change        |
| <input checked="" 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: 1/11/2024

Time of Drill: 2:45 PM

Exact time required to evacuate/shelter/secure: 1 minutes 45 seconds

This report is for emergency drill # 3 of 3

Total number of participants: 235

Remarks: Entire school shelter in place, police situation outside of the school

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](#)