



2023-2024 School Drill Documentation Form

Type of Drill

- | | | | |
|-------------------------------------|---|-------------------------------------|--------------|
| <input type="checkbox"/> | Fire Drill (5 required) | <input 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 checked="" type="checkbox"/> | Other: |

Drill Information

Name of School: Mound Park Upper Elementary School

Date of Drill: 4/12/2024

Time of Drill: 9:00 AM

Exact time required to
evacuate/shelter/secure: 4 min 30 sec

This report is for
emergency drill # 4 of 3

Total number of participants: 243

Remarks: 5th grade students were in Specials, students were given a scenario and bottom floor was to evacuate the building.

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](#)