

## School Drill Documentation Form

| Type of Drill  | Number/Schedule  |
|--|--|
| <i>Fire</i>  | Five – Three drills must be completed by December 1  |
| <i>Tornado</i>   | Two – One drill must be completed in March   |
| <i>Safety/Security</i>   | Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul> |
| <i>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.</i> |  |

School: Spiritus Sanctus Academy - Ann Arbor

Principal: Sister Maria Gemma, OP

Date of drill: 1/25/2022 Number of students: 163 Number of staff: 20

Time initiated: 10:50 am (a.m./p.m.) Time concluded: 10:55 am (a.m./p.m.)

| Situation at Start of the Drill (Check the appropriate box) |   |                                       |                                 |
|---|---|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Before school                      | <input checked="" type="checkbox"/> During class time | <input type="checkbox"/> Passing time | <input type="checkbox"/> Recess |
| <input type="checkbox"/> Lunch time                         | <input type="checkbox"/> Assembly                     | <input type="checkbox"/> After school | <input type="checkbox"/> Other: |

Remarks: Total time elapsed: 2 min 23 sec HAZMAT Drill

This report is for: Fire drill number **1 2 3 4 5** for the 2021/2022 school year  
 (circle number next to applicable drill)  
 Tornado drill number **1 2** for the 2021/2022 school year  
 Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: Sister Maria Gemma, OP

Title of person conducting drill: Principal

Signature or person conducting drill: *Sr. Maria Gemma, OP* Date: 1/25/2022

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.*