

School Drill Documentation Form

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

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.

School: Britton - Deerfield Schools - Deerfield Building

Principal: Michael L. McAra

Date of drill: 01/27/2023 Number of students: 147 Number of staff: 25

Time initiated: 1:00 (a.m./p.m.) Time concluded: 1:03 (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: 3rd hour class - 7th Block - Safety Security Drill - Chemical Spill - evacuate

This report is for: (circle number next to applicable drill)

Fire drill number **1** **2** **3** **4** **5** for the 2021/2022 school year

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: Michael L. McAra

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 01/27/2023

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: Emergency Management Name: Craig Tanié Title: Emergency Manager
 Agency: _____ Name: Craig Tanié e.tani@taniselenawee.mi.us Title: _____

Agency: Jason Clark Name: _____ Title: _____
jason.clark@bd.schools.us

*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.*

If a Chemical Spill Occurs

- ◆ Notify the office immediately of a hazardous material spill.
- ◆ Share any information with the office, such as the chemical type, and if there are any known injuries.
- ◆ **DO NOT** try and clean up the spill unless you are trained to do so and have proper equipment.
- ◆ If possible, control access to the affected area by closing doors and blocking off hallways.
- ◆ Report to the principal any student or staff member that shows adverse medical symptoms such as shortness of breath, vomiting, or fainting. Refer to the medical emergency tab if necessary.
- ◆ The principal/administrator will call 9-1-1 if necessary and notify the custodial/maintenance staff.
- ◆ The principal/administrator will notify the Superintendent.
- ◆ If the principal/administrator advises the student and staff to either evacuate or relocate, follow appropriate emergency procedures. Teachers should bring their student rosters and take attendance at the assembly area to account for students.
- ◆ Report all missing students to the Student Services Office.
- ◆ Do not return to your classroom or office until the principal/administrator provides and "ALL CLEAR" announcement.

If you Suspect a Natural Gas Leak

- ◆ Evacuate students out of the area immediately; go directly to the evacuation assembly area.
- ◆ Alert the Office and other classrooms of the leak on your way out of the building.
- ◆ At the assembly area, take attendance and report any missing students to the Student Services Office.
- ◆ **DO NOT** try and locate the leak.
- ◆ **DO NOT** use any electrical devices, such as light switches, telephones, or appliances.
- ◆ **DO NOT** use an open flame, matches, or lighters.
- ◆ **DO NOT** try to shut off any natural gas valves
- ◆ From a safe location—call 9-1-1.
- ◆ **DO NOT** reenter the building until an "ALL CLEAR" is announced.

Signs of a Natural Gas Leak

- ◆ "Rotten egg" smell.
- ◆ Dead or discolored vegetation in an otherwise green area.
- ◆ Dirt or dust blowing from a hole in the ground.
- ◆ Blowing or hissing sound.
- ◆ Flames, if a leak has ignited.