



# OFFICE OF EMERGENCY MANAGEMENT

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**Jeniffer Boyer, P.E.M.**  
EMERGENCY MANAGEMENT COORDINATOR

## MIDLAND COUNTY SCHOOL SAFETY DRILLS SCHEDULE

School Year \_\_\_\_\_

### Drill Requirements

- A minimum of 5 fire drills (at least three drills held by December 1<sup>st</sup>, and two held in remaining part of the school year spaced reasonably).
- A minimum of 2 tornado drills (at least one drill to be conducted during March of the school year).
- A minimum of 3 Lockdown/shelter in place drills (at least one held by December 1<sup>st</sup>, at least one after January 1<sup>st</sup>).
- At least one of the drills are to be held during a lunch or recess time.

### **NOTIFICATION OF DRILL SCHEDULE TO EMERGENCY MANAGEMENT DUE BY SEPT 15<sup>TH</sup>!!!!**

SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

NAME OF SCHOOL PRINCIPAL: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SCHOOL SAFETY OFFICER (if one): \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Fire Drills (5 required – 8 preferred)**

Drill #1 Date: _____ (by Dec 1 <sup>st</sup> )	Drill #5 Date: _____ (after Dec 1 <sup>st</sup> )
Drill #2 Date: _____ (by Dec 1 <sup>st</sup> )	Extra: _____ (at any time)
Drill #3 Date: _____ (by Dec 1 <sup>st</sup> )	Extra: _____ (at any time)
Drill #4 Date: _____ (after Dec 1 <sup>st</sup> )	Extra: _____ (at any time)

### **Tornado Drills (2 required)**

Drill #1 Date: _____ (at any time)	Extra: _____ (extra-anytime)
Drill #2 Date: _____ (in March)	Extra: _____ (extra-anytime)

### **Lockdown/Shelter in Place/Secure Drills (3 required)**

Drill #1 Date: _____ (by Dec 1 <sup>st</sup> )	Extra: _____ (extra-anytime)
Drill #2 Date: _____ (after Jan 1 <sup>st</sup> )	Extra: _____ (extra-anytime)
Drill #3 Date: _____ (at any time)	

Complete this form and email it to [jboyer@co.midland.mi.us](mailto:jboyer@co.midland.mi.us) or fax it to (989) 832-6749 **BY SEPT 15!!** In the event that a drill has to be cancelled (as outlined in PA 12 of 2014), the school must reschedule the drill to occur within 10 school days of the cancelled drill and notify their county emergency management of the rescheduled drill (email will do). This form was produced to meet the emergency management notification requirements of the State of Michigan PA 12 of 2014, sec 19. Please review PA 12 of 2014 for further information and drill requirements. The school is encouraged to keep record and post incident reports of their drills, these records and reports do not need to be submitted to the emergency management office.