

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One 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 Middle School

Principal: Michael H. McArthur

Date of drill: 09/27/2023 Number of students: 138 Number of staff: 20

Time initiated: 8:20 am (a.m./p.m.) Time concluded: _____ (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: Conducted during 1st hr. class at 8:20am - Two staff members pulled "BOOT System" which made the drill more realistic.

This report is for: _____ Fire drill number **1** **2** **3** **4** **5** for the 2023/2024 school year
 (circle number next to applicable drill)

Tornado drill number **1** **2** for the 2023/2024 school year

Safety/Security drill number **(1)** **2** **3** for the 2023/2024 school year

Name of person conducting drill: Michael H. McArthur

Title of person conducting drill: Principal

Signature or person conducting drill: Michael H. McArthur Date: 09/27/2023

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: _____ 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.*
 craig.tanis@lenawee.mi.us
 jeff.davis@dbschools.us

Intruder in the School

- ◆ If an intruder enters the building, call 9-1-1 immediately and contact the Office.
- ◆ Alert others around you and lockdown your area.
- ◆ Barricade and fortify your classroom doors.
- ◆ Ensure students are standing and prepared to take immediate action.
- ◆ Continue to communicate with students, staff, and principal.
- ◆ If intruder breaches the classroom/area, immediately initiate counter measures to reduce threat and gain control of the situation.
- ◆ If possible, evacuate your area and go to a safer location if it is the best option; REMEMBER ALICE TRAINING.
- ◆ Call the Student Services Office and 9-1-1 and advise them of your new location.

ALICE Training

- ◆ In every emergency, staff shall be alert to all information (announcements, what is heard, what is seen, etc.) to determine the best course of action to take based on the circumstances of the emergency. You must decide the best course of action based upon the information available to you.
- ◆ **Alert:** Keep alert for suspicious/dangerous activity and get the word out regarding any danger.
- ◆ **Lockdown:** Use if there is no immediate threat or because of the proximity of the threat you cannot evacuate.
- ◆ **Inform:** Communicate any suspicious/dangerous activity to the office. The office will communicate and keep you informed when possible. Communication empowers staff to make better decisions as to what action they should take (lockdown, evacuate, counter) in order to increase survivability.
- ◆ **Counter:** Use when other options are not feasible—this involves techniques used to distract and confuse the intruder, providing valuable time for students and staff members to take other actions or gain control of a situation.
- ◆ **Evacuate:** This may be the best option; gain as much distance from the intruder as possible.

Lockdown Procedures

- ◆ **Secure Mode:** A specific threat/concern is on or off campus (i.e., prison escape, threatening call, etc.) **SECURE MODE IS ANNOUNCED THROUGHOUT CAMPUS.**
- ◆ **Actions to be taken:** All exterior doors are locked including blinds and windows; students and staff members outside the school are brought in; no class changes; no lunches or movement in the halls; all students and staff remain in a room with the door locked; instruction can continue.
- ◆ **Lockdown:** This is generally used when there is a significant risk present either inside or outside of the school.
- ◆ **Actions to be taken:** All exterior doors locked; everyone inside; no class changes, no movement and lunchroom is moved to a secure area; all classrooms locked and barricaded. No lights—no sound—no sight.