

# School Emergency Drills 2023-2024 Documentation Form

## Type of Drill

- Fire Drill (5 required)  
 Tornado Drill (2 required)  
 Lock Down/Shelter in Place Drill (3 required)

## Time of Drill

- In Class  
 Class Change  
 Recess  
 Other out of Class Event

Name of Reporting School: Bethel Lutheran School

Date of Drill: 11/20/23 Time drill was held: 11:00 ( pm  am)

This report is for Fire Drill: # 3 of 5

This report is for Tornado Drill: # 0 of 2

This report is for Lock-Down Drill: # 0 of 3

Name of person conducting drill: Gretchen Drayer

Title of person conducting drill: School Secretary

Signature of person conducting drill: Gretchen Drayer

Name of School Principal/or Designee: Zachariah Thooff

Signature of Principal/or Designee: Zach Thooff

Date Posted to Website: 11/29/23

This form is to be filled out once for each individual drill. This form is to be posted on the school, school district, or intermediate school district website. This document must remain on the website for 3 years from the date of posting in order to meet State of Michigan requirements.