

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: Mercy High School

Principal: Patricia Sattler

Date of drill: 10/6/22 Number of students: 560 Number of staff: 99

Time initiated: 9:51 (a.m./p.m.) Time concluded: 9:54 (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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 10/6/22

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.*

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 10/21/22 Number of students: 560 Number of staff: 99

Time initiated: 12:56 (a.m./p.m.) Time concluded: 12:59 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" 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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha O. Tarplin Date: 10/21/22

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: _____

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 11/3/22 Number of students: 560 Number of staff: 99

Time initiated: 11:57 (a.m./p.m.) Time concluded: 12:00 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" 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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha O. Tarplin Date: 11/3/22

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: _____

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 11-11-22 Number of students: 560 Number of staff: 99

Time initiated: 10:50 (a.m./p.m.) Time concluded: 10:56 (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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 11/11/22

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: _____

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 1.20.23 Number of students: 560 Number of staff: 99

Time initiated: 1:45 (a.m./p.m.) Time concluded: 1:50 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" 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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 1/20/23

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: _____

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<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: Mercy High School
 Principal: Patricia Sattler
 Date of drill: 3/7/23 Number of students: 560 Number of staff: 99
 Time initiated: 9:00 (a.m./p.m.) Time concluded: 9:03 (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: _____

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: Eleasha Tarplin
 Title of person conducting drill: Dean of Student Affairs
 Signature or person conducting drill: Eleasha O. Tarplin Date: 3/7/23

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: _____

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 3/23/23 Number of students: 560 Number of staff: 99

Time initiated: 9:47 (a.m./p.m.) Time concluded: 9:50 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" 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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha O. Tarplin Date: 3/23/23

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: _____

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<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: Mercy High School

Principal: Patricia Sattler

Date of drill: 4/25/23 Number of students: 560 Number of staff: 99

Time initiated: 10:15 (a.m./p.m.) Time concluded: 10:19 (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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha O. Tarplin Date: 4/25/23

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: Farmington Hills Police Name: _____ Title: _____

Agency: Farmington Hills Fire Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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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: Mercy High School

Principal: Patricia Sattler

Date of drill: 5/22/23 Number of students: 560 Number of staff: 99

Time initiated: 1:40 (a.m./p.m.) Time concluded: 1:42 (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: _____

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: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 5/22/23

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.
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