

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 • 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: AVONDALE GATE

Principal: ANITA STEWARD

Date of drill: 9/29/25 Number of students: 398 Number of staff: 35

Time initiated: 10:16 (a.m./p.m.) Time concluded: 10:48 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

This report is for:

(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2025/2026 school year

Tornado drill number **1 2** for the 2025/2026 school year

Safety/Security drill number **1 2 3** for the 2025/2026 school year

EVACUATION drill 1 for the 25/26 year

Name of person conducting drill: JOEL TOSSEY

Title of person conducting drill: TEACHER

Signature or person conducting drill: Joel U. Tossey Date: 9/29/25

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: OAKLAND COUNTY SHERIFF Name: DEPUTY JAMES NAGY Title: SCHOOL LIAISON

Agency: AVONDALE SCHOOL DISTRICT Name: LARRY LAFOND Title: DIRECTOR OF SAFETY

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.