MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

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 • 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: Trinity Lutheran School

Principal: Karen Friebe

Date of drill: 9-4-2025 Number of students: _____ Number of staff: _____

Time initiated: 2:04 (a.m./(p.m.)) Time concluded: 2:10 (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: Empty in 2 min. 50 sec. - all classes had emergency bags; most had walkies

This report is for:
(circle number next to applicable drill)

Fire drill number (1) 2 3 4 5 for the 2025- school year

Tornado drill number 1 2 for the 2026 school year

Safety/Security drill number 1 2 3 for the _____ school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: K. Friebe Date: 9-5-25

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: _____ 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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School: Trinity Lutheran School

Principal: Karen Friebe

Date of drill: 11-3-2025 Number of students: _____ Number of staff: _____

Time initiated: 8:30 (a.m./p.m.) Time concluded: 8:50 (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: all students in place in under 4 min.
* Remind ALL middle school to go through cafeteria to other stairway *

This report is for:
(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the _____ school year

Tornado drill number **(1) 2** for the 2025-2026 school year

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

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 11-3-25

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: _____ 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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7/2021

MICHIGAN STATE POLICE
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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: Trinity Lutheran School

Principal: Karen Friebe

Date of drill: Dec 12, 2025 Number of students: 91 Number of staff: 11

Time initiated: 11:05 (a.m./p.m.) Time concluded: 11:08 (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: Just before lunch @ PreK dismissal

This report is for:
(circle number next to applicable drill)

Fire drill number **1** **(2)** **3** **4** **5** for the 2025- school year

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

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

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature or person conducting drill: _____ Date: _____

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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MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

emailed to Webmaster 2/27/26

School Drill Documentation Form

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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: Trinity Lutheran School

Principal: Karen Friebe

Date of drill: 2/27/2026 Number of students: 75 Number of staff: 10

Time initiated: 2:01 (a.m./(p.m.)) Time concluded: 2:05 (a.m./(p.m.))
2 min. 13 sec.

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

Remarks: Fire doors between Main Hall + M.S. Hall Did not close; Those that exited on East side of bldg did NOT hear "all Clear" message

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

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 2-27-26

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: Veteran's Alarm Name: Call Center 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.