School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two – One drill must be completed in March</td>
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<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<td>• One drill shall include security measures that are appropriate to an emergency</td>
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<td>such as the release of a hazardous material.</td>
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<td>• One drill shall include security measures of a potentially dangerous</td>
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<td>individual on or near the school premises.</td>
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<td>• Seek input from the administration of the school and local public safety on</td>
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<td></td>
<td>the nature of the drill.</td>
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</tbody>
</table>

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:  

Principal:  

Date of drill:  

Number of students:  

Number of staff:  

Time initiated:  

Time concluded:  

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:

- 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:  

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.
The form must be maintained on the school website for at least three years.

7/2021