# 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 drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
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</tbody>
</table>
| 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: **Blanche Sims Elementary**  
Principal: **Ken Nuss**  
Date of drill: **2/13/2023**  
Number of students: **445**  
Number of staff: **50**  
Time initiated: **2:55pm** (a.m./p.m.)  
Time concluded: **2:58pm** (a.m./p.m.)

### Situation at Start of the Drill

<table>
<thead>
<tr>
<th>Situation</th>
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|☐ Before school  
☐ Lunch time  
☒ During class time  
☐ Passing time  
☐ After school  
☐ Other: |

Remarks:

This report is for:  
Fire drill number **1020304050** for the 2022/2023 school year  
Tornado drill number **1020** for the 2022/2023 school year  
Safety/Security drill number **102030** for the 2022/2023 school year

Name of person conducting drill: **Ken Nuss**  
Title of person conducting drill: **Principal**

Signature or person conducting drill:  
Date: **2/13/2023**

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.  

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
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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.