# School Drill Documentation Form

**Type of Drill** | **Number/Schedule**
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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: ________________
Principal: ________________
Date of drill: 4/20/22 Number of students: 436 Number of staff: 60
Time initiated: 1:30 (a.m./p.m.) Time concluded: 1:35 (a.m./p.m.)

### Situation at Start of the Drill (Check the appropriate box)

- [ ] Before school
- [X] 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 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: 4/20/22

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

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<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.*