# 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>
</tr>
<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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<tr>
<td></td>
<td>• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</td>
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<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<tr>
<td></td>
<td>• Seek input from the administration of the school and local public safety on the nature of the drill.</td>
</tr>
</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: ______ (a.m./p.m.)  Time concluded: ______ (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:  
- 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.*