# 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>
</tr>
</tbody>
</table>

  - 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 School ___________

Principal: ___________ Ken Nuss ___________

Date of drill: ___________ 9/28/21 ___________ Number of students: ___________ 393 ___________ Number of staff: ___________ 50 ___________

Time initiated: ___________ 9:35 (a.m./p.m.) ___________ Time concluded: ___________ 9:41 (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: ____________________________

________

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: ___________ Ken Nuss ___________

Title of person conducting drill: ___________ Principal ___________

Signature or person conducting drill: ___________ ___________ Date: ___________ 9/28/21 ___________

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.*