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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<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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<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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<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: 3/23/2022  Number of students: 450  Number of staff: 50

Time initiated: 9:20 a.m./p.m.  Time concluded: 9:28 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: 3/23/2022

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