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>
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<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>• 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>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<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: **Carpenter Elementary**

Principal: **Adam Weldon**

Date of drill: **9/28/21** Number of students: ~450 Number of staff: ~50

Time initiated: **9:30 a.m./p.m.** Time concluded: **9:32 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: **Adam Weldon**

Title of person conducting drill: **Principal**

Signature or person conducting drill: [Signature] 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.

7/2021