### 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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</tbody>
</table>
| 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: **Carpenter Elementary**  
Principal: **Adam Weldon**  
Date of drill: **11/3/2021**  
Number of students: ~ 450  
Number of staff: ~ 50  
Time initiated: **9:20 A.M.**  
Time concluded: **9:22 A.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: **Adam Weldon**  
Title of person conducting drill: **Principal**  
Signature or person conducting drill:  
Date: **11/3/2021**  

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
<th>Title</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.