# 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>
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<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></td>
<td>• One drill shall include security measures that are appropriate to an emergency</td>
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<td>• One drill shall include security measures of a potentially dangerous individual</td>
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<td>• Seek input from the administration of the school and local public safety on</td>
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<tr>
<td></td>
<td>the nature of the drill.</td>
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</tbody>
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*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:  
**Early Childhood Center**

Principal:  
**Kim McLean**

Date of drill:  **11/9/2021**  
Number of students:  **104**  
Number of staff:  **40**

Time initiated:  **10:00 AM**  
Time concluded:  **10:06 AM**

**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:  
**Construction/furniture crews also in building, and participated in drill**

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:  
**Teresa Robinson**

Title of person conducting drill:  
**Head Start Nurse**

Signature or person conducting drill:  
**Suee Rolin**  
Date:  **11/9/2021**

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.*
# School Drill Observation Form

## Problems Encountered (Check all that apply)

- □ Congestion in hallways
- □ Alarm not heard
- □ Students unsure of proper procedures
- □ Staff unsure of proper procedures
- □ Use of personal technologies by students
- □ Use of personal technologies by staff
- □ Unable to lock doors
- □ Windows not covered
- □ Windows left open
- □ Doors left open
- □ Difficulties with evacuation of students or staff with disabilities
- □ Staff and adults unaccounted for
- □ Staff not serious about drill
- □ Students unaccounted for
- □ Radio communication problems
- □ Network/computer problems
- □ Weather-related problems
- □ Noise impedes communications
- □ Students not out of sight (safety/security drill)
- □ Long time to evacuate building
- □ Students not serious about drill
- □ Frightened students (safety/security drill)
- □ Improper or unavailable supplies
- □ Confusion
- □ Doors or exits blocked
- □ Transportation issues
- □ Interagency communication issues
- □ Incident command problems
- □ Other: ____________________________

## Weather Conditions

- □ Clear
- □ Windy
- □ Snow/sleet
- □ Hot (above 80 degrees)
- □ Cold (40 to 10 degrees)
- □ Cloudy
- □ Raining
- □ Rain and wind

## Plans for Improvement

- □ Additional staff training
- □ Additional student training
- □ Address need for additional equipment
- □ Improved emergency supplies
- □ Cooperative planning with responders
- □ Revised emergency procedures
- □ Improved communication
- □ Other: ____________________________

## Additional Comments

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