# School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td><strong>Tornado</strong></td>
<td>Two – One drill must be completed in March</td>
</tr>
</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:** Early Childhood Center  
**Principal:** Kim McLean

**Date of drill:** 9/27/2021  
**Number of students:** 120  
**Number of staff:** 56

**Time initiated:** 10:14 (a.m./p.m.)  
**Time concluded:** 10:20 (a.m./p.m.)

**Situation at Start of the Drill** (Check the appropriate box)  
- [X] During class time  
- [ ] Passing time  
- [ ] Recess  
- [ ] 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:** Teresa Robinson  
**Title of person conducting drill:** Head Start Nurse

Signature or person conducting drill: [Signature]  
Date: 9/27/2021

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

**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.
# School Drill Observation Form

## Problems Encountered

- 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: PA not heard in storerooms for all clear. Will use walkie talkies for all clear from now on.

## Weather Conditions

- Clear
- Cloudy
- Raining
- Rain and wind
- N/A - Indoor, tornado drill
- Windy
- Snow/sleet
- Hot (above 80 degrees)
- Cold (40 to 10 degrees)

## 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

The drill ran smoothly. Staff and students went to the classroom storage rooms with doors shut. We will use walkie talkies for the all clear, since the PA can't be heard in the storerooms.