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>
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<tr>
<td><strong>Tornado</strong></td>
<td>Two – One drill must be completed in March</td>
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<tr>
<td><strong>Safety/Security</strong></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>
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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: 4/11/2022  Number of students: 144  Number of staff: 48

Time initiated: 10:00 a.m./p.m.  Time concluded: 10:05 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
- [x] 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: Teresa Robinson

Title of person conducting drill: Head Start Nurse

Signature or person conducting drill: [Signature]  Date: 4/11/2022

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</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
- Cloudy
- Raining
- Rain and wind

- 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