## 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>
</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:** Learning Options High School  
**Principal:** Kristin Sliwinski  
**Date of drill:** 10.21.2021  
**Number of students:** 85  
**Number of staff:** 11  
**Time initiated:** 1:25 (a.m./p.m.)  
**Time concluded:** 1:30 (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:**

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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:** Kristin Sliwinski  
**Title of person conducting drill:** Supervisor  
**Signature or person conducting drill:**  
**Date:** 10.21.2021

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.