## 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 drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three drills – One must be completed prior to December 1 and one after January 1</td>
</tr>
</tbody>
</table>

- 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:** 10.12.2022  
**Number of students:** 76  
**Number of staff:** 11  
**Time initiated:** 1:20 p.m. (a.m./p.m.)  
**Time concluded:** 1:25 p.m. (a.m./p.m.)

### Situation at Start of the Drill (Check the appropriate box)

- Before school
- During class time
- Passing time
- After school
- Recess
- Lunch time
- Assembly
- Other:

**Remarks:**

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**This report is for:**

- Fire drill number **102345** for the 2022/2023 school year
- Tornado drill number **102** for the 2022/2023 school year
- Safety/Security drill number **10203** for the 2022/2023 school year

**Name of person conducting drill:** Kristin Sliwinski

**Title of person conducting drill:** Supervisor

**Signature or person conducting drill:** Kristin Sliwinski  
**Date:** 10.12.2022

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

**Agency:**  
**Name:**  
**Title:**

**Agency:**  
**Name:**  
**Title:**

**Agency:**  
**Name:**  
**Title:**

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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.**