# School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
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<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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</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: 06.08.2022  
Number of students: 79  
Number of staff: 11

Time initiated: 9:45 (a.m./p.m.)  
Time concluded: 9:50 (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  
- [ ] 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: Kristin Sliwinski  
Title of person conducting drill: Supervisor

Signature or person conducting drill: ________________________________  
Date: 06.08.2022

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.

7/2021