# 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>
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<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<td></td>
<td>• One drill shall include security measures that are appropriate to an emergency</td>
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<td>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</td>
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<td>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</td>
</tr>
<tr>
<td></td>
<td>nature of the drill.</td>
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</tbody>
</table>

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: Oakview Middle School  
Principal: Sarah Perry  
Date of drill: 9/15/21  
Number of students: 407  
Number of staff: 48  
Time initiated: 7:45 (a.m./p.m.)  
Time concluded: 7:55 (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: Sarah Perry  
Title of person conducting drill: Principal  
Signature or person conducting drill: Sarah Perry  
Date: 9/15/21

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.