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>• 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>
</tr>
</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: 9/22/21  Number of students: 406  Number of staff: 48
Time initiated: 7:45 (a.m./p.m.)  Time concluded: 8:03 (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: ____________________________________________________________

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: 9/22/21

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.