# 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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</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:** Oakview Middle School  
**Principal:** Sarah Perry  

**Date of drill:** 5/17/22  
**Number of students:** 390  
**Number of staff:** 47  

**Time initiated:** 1:15 PM (a.m./p.m.)  
**Time concluded:** 1:43 PM (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:** Nick Coccia  
**Title of person conducting drill:** Assistant Principal

**Signature or person conducting drill:**  
**Date:** 5/17/22

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

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<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.*