

School Drill Documentation

| Type of Drill | Number/Schedule |
|-----------------|--|
| Fire | Five drills – Three must be completed by December 1 |
| Tornado | Two drills – One must be completed in March |
| Safety/Security | Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> 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:

Principal:

Date of drill:

Number of students:

Number of Staff:

Time initiated:

a.m

p.m.

Time concluded

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:
 (check box next to applicable drill)

Fire drill number **1** **2** **3** **4** **5** for the _____ school year

Tornado drill number **1** **2** for the _____ school year

Safety/Security drill number **1** **2** **3** for the _____ school year

Name of person conducting drill:

Title of person conducting drill:

Signature or person conducting drill:

Date:

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.*