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

**Date of drill**: 11/1/21  
**Number of students**: 392  
**Number of staff**: 47

**Time initiated**: 12:25 p.m. (a.m./p.m.)  
**Time concluded**: 12:38 p.m. (a.m./p.m.)

### Situation at Start of the Drill  
(Check the appropriate box)

- [ ] Before school  
- [ ] During class time  
- [x] Lunch time  
- [ ] Assembly  
- [ ] After school  
- [ ] Recess  
- [ ] Other:  

**Remarks**: 6th grade lunch

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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**: [Signature]  
**Date**: 11/1/21

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

<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.