# 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>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
</tr>
<tr>
<td></td>
<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></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<tr>
<td></td>
<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:** 10/13/21  
**Number of students:** 398  
**Number of staff:** 50  
**Time initiated:** 2:00 (a.m./p.m.)  
**Time concluded:** 2:10 (a.m./p.m.)

**Situation at Start of the Drill (Check the appropriate box):**
- [x] During class time
- [ ] Passing time
- [ ] Recess
- [ ] Lunch time
- [ ] Assembly
- [ ] After school
- [ ] Other:

**Remarks:**

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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:** Sarah Perry  
**Title of person conducting drill:** Principal  
**Signature or person conducting drill:** Sarah Perry  
**Date:** 10/13/21

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.*
# School Drill Observation Form

## Problems Encountered (Check all that apply)

- Congestion in hallways
- Alarm not heard
- Students unsure of proper procedures
- Staff unsure of proper procedures
- Use of personal technologies by students
- Use of personal technologies by staff
- Unable to lock doors
- Windows not covered
- Windows left open
- Doors open
- Difficulties with evacuation of students or staff with disabilities
- Staff and adults unaccounted for
- Staff not serious about drill
- Students unaccounted for

- Radio communication problems
- Network/computer problems
- Weather-related problems
- Noise impedes communications
- Students not out of sight (safety/security drill)
- Long time to evacuate building
- Students not serious about drill
- Frightened students (safety/security drill)
- Improper or unavailable supplies
- Confusion
- Doors or exits blocked
- Transportation issues
- Interagency communication issues
- Incident command problems
- Other: __________________________

## Weather Conditions

- Clear
- Cloudy
- Raining
- Rain and wind

- Windy
- Snow/sleet
- Hot (above 80 degrees)
- Cold (40 to 10 degrees)

## Plans for Improvement

- Additional staff training
- Additional student training
- Address need for additional equipment
- Improved emergency supplies

- Cooperative planning with responders
- Revised emergency procedures
- Improved communication
- Other: __________________________

## Additional Comments

- Conversations for class
- Avoiding windows
- Needing to listen to location