Number/Schedule

Type of Drill

## **School Drill Documentation Form**

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   • 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:
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.)  Situation at Start of the Drill (Check the appropriate box)  Before school  During class time Before school  After school  After school  This report is for:  (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year (circle number next to applicable drill)
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.)  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:  (circle number next to applicable drill)
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:  Before school  During class time  Passing time  Recess  Lunch time  Assembly  After school  Other:  This report is for:  Fire drill number 1 2 3 4 5 for the 2022/2023 school year (circle number next to applicable drill)
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.)  Situation at Start of the Drill (Check the appropriate box)  Before school  During class time  Assembly  After school  After school  This report is for:  (circle number next to applicable drill)
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:  (a.m./p.m.)  Situation at Start of the Drill (Check the appropriate box)  Before school  During class time  Assembly  After school  Other:  This report is for: (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year (circle number next to applicable 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:  (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  This report is for: (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year (circle number next to applicable drill)
are gathered but not in classrooms.  School:  Principal:  Date of drill:  Number of students:  (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  This report is for:  (circle number next to applicable drill)
School:  Principal:  Date of drill:  Number of students:  Number of staff:  (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  This report is for:  (circle number next to applicable drill)
Principal:
Principal:
Date of drill:
Time initiated:
Time initiated:
Situation at Start of the Drill (Check the appropriate box)  Before school During class time Assembly After school Other:  This report is for: (circle number next to applicable drill)
Situation at Start of the Drill (Check the appropriate box)  Before school During class time Assembly After school Other:  This report is for: (circle number next to applicable drill)
Before school During class time Recess Lunch time Assembly After school Other:  This report is for: (circle number next to applicable drill)
Lunch time Assembly After school Other:  Remarks:  This report is for: (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year
This report is for:  (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year
This report is for:  (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year
This report is for:  (circle number next to applicable drill)  Fire drill number 1 2 3 4 5 for the 2022/2023 school year
(circle number next to applicable drill)
(circle number next to applicable drill)
(circle number next to applicable drill)
Tornado drill number <b>1 2</b> for the 2022/2023 school year
Safety/Security drill number <b>1 2 3</b> for the 2022/2023 school year
Surcey, security arm manifer 2 2 3 for the 2022, 2023 sensor year
Name of person conducting drill:
Title of person conducting drill:
Title of person conducting drift.
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:
Agency: Title: 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.