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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<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<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>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<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: Orion Oaks Elementary
Principal: Jillian Knapp

Date of drill: 5/5/22 Number of students: 500 Number of staff: 79

Time initiated: 1:50 pm (a.m./p.m.) Time concluded: 1:54 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: Jillian Knapp
Title of person conducting drill: Principal

Signature or person conducting drill: Jillian Knapp
Digitally signed by Jillian Knapp
Date: 5/6/22

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

Agency: Interstate
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.