<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td><strong>Tornado</strong></td>
<td>Two – One drill must be completed in March</td>
</tr>
<tr>
<td><strong>Safety/Security</strong></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>
</tr>
<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
</tr>
<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: __________________________________________________________________________________________

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: 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 3 for the 2021/2022 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.**

7/2021