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>
</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: Orion Oaks Elementary
Principal: Jillian Knapp
Date of drill: 11/16/21 Number of students: 490 Number of staff: 75
Time initiated: 10:01 am (a.m./p.m.) Time concluded: 10:08 am (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 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  
Date: 11/17/21

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: 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.