## School Drill Documentation Form

<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>
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<tr>
<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.

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**School:** Orion Oaks Elementary  
**Principal:** Jillian Knapp  
**Date of drill:** 11/4/2021  
**Number of students:** 490  
**Number of staff:** 74  
**Time initiated:** 9:31 am (a.m./p.m.)  
**Time concluded:** 9:36 am (a.m./p.m.)

### Situation at Start of the Drill

- [ ] Before school  
- [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 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  
**Date:** 11/11/21

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.**