

## School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
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 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

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:  
 (check box next to applicable drill)

Fire drill number     1     2     3     4     5 for the

\_\_\_\_\_ school year

Tornado drill number     1     2 for the

\_\_\_\_\_ school year

Safety/Security drill number     1     2     3 for the

\_\_\_\_\_ school year

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature or person conducting drill: \_\_\_\_\_

Lauren Smith

Date:    10/10/25

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.*