# 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: Paint Creek Elementary
Principal: Lauren Smith

Date of drill: 9/27/2021  
Number of students: 540  
Number of staff: 64  
Time initiated: 10:00am  
Time concluded: 10:10am

<table>
<thead>
<tr>
<th>Situation at Start of the Drill (Check the appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Before school</td>
</tr>
<tr>
<td>□ Lunch time</td>
</tr>
</tbody>
</table>

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: Lauren Smith  
Title of person conducting drill: Principal

Signature or person conducting drill: Lauren Smith  
Date: 7/27/21

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: ________________________  
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.