# 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 drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three drills – One must be completed prior to December 1 and one after January 1</td>
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<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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<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<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:** Pine Tree Center  
**Principal:** Jamie Evans

**Date of drill:** 10-4-2022  
**Number of students:** 47  
**Number of staff:** 29

**Time initiated:** 1:00 pm  
**Time concluded:** 1:04 pm

**Situation at Start of the Drill**  
☐ Before school  
☐ During class time  
☐ Passing time  
☐ After school  
☐ Recess  
☐ Lunch time  
☐ Assembly  
☐ Other:

**Remarks:** All doors closed and locked. All lights were off in all classrooms.

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This report is for:  
**Fire drill number** 1020304050 for the 2022/2023 school year  
**Tornado drill number** 1020 for the 2022/2023 school year  
**Safety/Security drill number** 102030 for the 2022/2023 school year

**Name of person conducting drill:** Rob McClellan  
**Title of person conducting drill:** Behaviorist/Social Worker

**Signature or person conducting drill:**  
Signature: Rob McClellan  
**Date:** 10-4-2022

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:** n/a  
**Name:**  
**Title:**

**Agency:**  
**Name:**  
**Title:**

**Agency:**  
**Name:**  
**Title:**

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*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.*