

School Drill Documentation Form

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"> 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: 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 (a.m./p.m.) Time concluded: 1:04 pm (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input checked="" type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input checked="" type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input checked="" type="checkbox"/> Assembly	<input checked="" type="checkbox"/> After school	<input checked="" type="checkbox"/> Other:

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

This report is for:
(circle number next to applicable drill)

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: *Robt M. 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: _____

*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.*