# 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: **Pine Tree Center**

Principal: **Jamie Evans**

Date of drill: **9-17-21**  Number of students: **63**  Number of staff: **35**

Time initiated: **9:37 a.m./p.m.**  Time concluded: **10:00 a.m./p.m.**

<table>
<thead>
<tr>
<th>Situation at Start of the Drill (Check the appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ During class time  ☐ Passing time  ☑ Recess  ☐ Other:</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: **Rob McElhan**  
Title of person conducting drill: **Behaviorist/Social Worker**

Signature or person conducting drill: **Rob M. McElhan**  
Date: **9-17-21**

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 SECURITY**  
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.*