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>
<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<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: Fine Tree Center

Principal: Jamie Evans

Date of drill: 10-28-21 Number of students: 63 Number of staff: 36

Time initiated: 1:34 (a.m./p.m) Time concluded: 1:36 (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: Fire drill number 1 ☐ 2 ☐ 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 McCellan

Title of person conducting drill: Social Worker

Signature or person conducting drill: ________________________________ Date: 10-28-21

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: 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.
# School Drill Observation Form

## Problems Encountered (Check all that apply)

- Congestion in hallways
- Alarm not heard
- Students unsure of proper procedures
- Staff unsure of proper procedures
- Use of personal technologies by students
- Use of personal technologies by staff
- Unable to lock doors
- Windows not covered
- Windows left open
- Doors left open
- Difficulties with evacuation of students or staff with disabilities
- Staff and adults unaccounted for
- Staff not serious about drill
- Students unaccounted for
- Radio communication problems
- Network/computer problems
- Weather-related problems
- Noise impedes communications
- Students not out of sight (safety/security drill)
- Long time to evacuate building
- Students not serious about drill
- Frightened students (safety/security drill)
- Improper or unavailable supplies
- Confusion
- Doors or exits blocked
- Transportation issues
- Interagency communication issues
- Incident command problems
- Other: ____________________________

## Weather Conditions

- Clear
- Cloudy **(X)**
- Raining
- Rain and wind
- Windy
- Snow/sleet
- Hot (above 80 degrees)
- Cold (40 to 10 degrees)

## Plans for Improvement

- Additional staff training
- Additional student training
- Address need for additional equipment
- Improved emergency supplies
- Cooperative planning with responders
- Revised emergency procedures
- Improved communication
- Other: ____________________________

## Additional Comments

*Procedures were all followed*