# 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>
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<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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<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>• Seek input from the administration of the school and local public safety on the nature of the drill.</td>
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</tbody>
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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:** 1-11-2023  
**Number of students:** 67  
**Number of staff:** 35

**Time initiated:** 1:01 (a.m./p.m.)  
**Time concluded:** 1:06 (a.m./p.m.)

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

**Remarks:**

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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 1020630 for the 2022/2023 school year

**Name of person conducting drill:** Rob McClellan

**Title of person conducting drill:** Social Worker

**Signature or person conducting drill:** Robert McClellan  
**Date:** 1-11-2023

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
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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.**