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>
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</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: **6-1-22**  Number of students: **69**  Number of staff: **41**
Time initiated: **10:15**  Time concluded: **10:25**

Situation at Start of the Drill  
<table>
<thead>
<tr>
<th>Before school</th>
<th>During class time</th>
<th>Passing time</th>
<th>Recess</th>
<th>Lunch time</th>
<th>Assembly</th>
<th>After school</th>
<th>Other:</th>
</tr>
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</table>

Remarks:

This report is for:  
(circle number next to applicable drill)
- 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 McClellen**  
Title of person conducting drill: **Behaviorist/Social Worker**
Signature or person conducting drill: **Rett M. McCall**  
Date: **6-1-22**

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>
<th>Title:</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.*
### 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
- 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**

N/A