# School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
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<tbody>
<tr>
<td><em>Fire</em></td>
<td>Five – Three drills must be completed by December 1</td>
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<tr>
<td><em>Tornado</em></td>
<td>Two – One drill must be completed in March</td>
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<tr>
<td><em>Safety/Security</em></td>
<td>Three – One drill 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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*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: **3-24-22**  Number of students: 68  Number of staff: 42

Time initiated: **1:03 (p.m.)**  Time concluded: **1:07 (p.m.)**

**Situation at Start of the Drill** (Check the appropriate box)

- [ ] Before school
- [x] During class time
- [ ] Passing time
- [ ] Recess
- [ ] Lunch time
- [ ] Assembly
- [ ] After school
- [ ] Other:

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: **Robert McIlwain**

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

Signature or person conducting drill: **Robert McIlwain**  Date: **3-24-22**

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

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<tr>
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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

- [ ] 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
- [x] Windows 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

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

## Plans for Improvement

- [x] 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
