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: Scripps Middle School
Principal: Daniel Haas
Date of drill: 9/24/2021  
Number of students: 600  
Number of staff: 45
Time initiated: 7:45 a.m.  
(a.m./p.m.)  
Time concluded: 8:00 a.m.  
(a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)
☐ Before school  
☐ Lunch time  
☐ During class time  
☐ Assembly  
☐ Passing time  
☐ After school  
☐ Recess  
☐ Other:

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 3 4 5 for the 2021/2022 school year  
Safety/Security drill number 1 2 3 4 5 for the 2021/2022 school year

Name of person conducting drill: David McKay
Title of person conducting drill: Assistant Principal
Signature or person conducting drill: ____________________________  
Date: 9/24/2021

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: ____________________________  
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.