# 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: **10/28/2021**

Number of students: **600**

Number of staff: **45**

Time initiated: **12:26 p.m.** (a.m./p.m.)

Time concluded: **12:31 p.m.** (a.m./p.m.)

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

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

**Remarks:**

Drill occurred during 6th grade lunch.

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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:** **David McKay**

**Title of person conducting drill:** **Assistant Principal**

**Signature or person conducting drill:** ____________________________  **Date:** **10/28/2021**

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.*