School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire</strong></td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td><strong>Tornado</strong></td>
<td>Two – One drill must be completed in March</td>
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<tr>
<td><strong>Safety/Security</strong></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></td>
<td>• Seek input from the administration of the school and local public safety on the nature of the drill.</td>
</tr>
</tbody>
</table>

**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: **David McKay**

Date of drill: 05/5/2023  Number of students: 550  Number of staff: 45

Time initiated: 09:45 a.m. (a.m./p.m.)  Time concluded: 09:51 a.m. (a.m./p.m.)

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

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

Remarks: **Drill Occurred during class time.**

This report is for: Fire drill number 1 2 3 4 5 for the 2022/2023 school year

Tornado drill number 1 2 3 4 5 for the 2022/2023 school year

Safety/Security drill number 1 2 3 4 5 for the 2022/2023 school year

Name of person conducting drill: **David McKay**

Title of person conducting drill: **Principal**

Signature or person conducting drill: [Signature]  Date: 05/5/2023

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

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.*