# 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>
<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<td></td>
<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></td>
<td>- One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<tr>
<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: Stadium Drive Elementary

Principal: gretchen d. hynes

Date of drill: Fri, Sept 24, 2021 Number of students: 470 Number of staff: 34

Time initiated: 8:55 am (a.m./p.m.) Time concluded: 8:58 am (a.m./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: 

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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: gretchen d. hynes

Title of person conducting drill: Principal

Signature or person conducting drill: ___________________________ Date: 9.24.21

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.