## 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 drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three drills – One must be completed prior to December 1 and one after January 1</td>
</tr>
<tr>
<td></td>
<td><em>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</em></td>
</tr>
<tr>
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<td><em>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</em></td>
</tr>
<tr>
<td></td>
<td><em>Seek input from the administration of the school and local public safety on the nature of the drill.</em></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: **10-20-22** Number of students: **467** Number of staff: **30+**

Time initiated: **10:05 am** (a.m./p.m.) Time concluded: **10:09 pm** (a.m./p.m.)

### Situation at Start of the Drill

<table>
<thead>
<tr>
<th>Before school</th>
<th>During class time</th>
<th>Passing time</th>
<th>Recess</th>
<th>Lunch time</th>
<th>Assembly</th>
<th>After school</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Lunch time</td>
<td></td>
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</table>

Remarks: **All students out and accounted for by 1:09 pm**

This report is for:

- Fire drill number **102030** for the 2022/2023 school year
- Tornado drill number **1020** for the 2022/2023 school year
- Safety/Security drill number **102030** for the 2022/2023 school year

Name of person conducting drill: **Gretchen D. Hynes**

Title of person conducting drill: **Principal**

Signature or person conducting drill:  

Date: **10-20-22**

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

Agency:  
Name:  
Title:  

Agency:  
Name:  
Title:  

Agency:  
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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.*
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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:** Stadium Drive Elementary

**Principal:** Gretchen D. Hynes

**Date of drill:** 01/10/2022  
**Number of students:** 467  
**Number of staff:** 30+

**Time initiated:** 9:45 a.m.  
**Time concluded:** 9:53 a.m.

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

**Remarks:**

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This report is for:
- **Fire drill number 1020304050** for the 2022/2023 school year
- **Tornado drill number 1020** for the 2022/2023 school year
- **Safety/Security drill number 102030** for the 2022/2023 school year

**Name of person conducting drill:** Gretchen D. Hynes

**Title of person conducting drill:** Principal

**Signature or person conducting drill:**  
**Date:** 10/10/22

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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