

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none">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: Stadium Drive Elementary

Principal: Gretchen D. Hynes

Date of drill: 10/26/23 Number of students: 465 Number of staff: 38+

Time initiated: 1:30 pm (a.m./p.m.) Time concluded: 1:35 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1020304050 for the 2023/2024 school year

Tornado drill number 1020 for the 2023/2024 school year

Safety/Security drill number 102030 for the 2023/2024 school year

Name of person conducting drill: Gretchen D. Hynes

Title of person conducting drill: Principal

Signature or person conducting drill: _____ Date: 10/26/23

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.*

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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: Feb 15, 2024 Number of students: 465 Number of staff: 38+

Time initiated: 8:46am (a.m./p.m.) Time concluded: 8:51am (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number 1020304050 for the 2023/2024 school year

Tornado drill number 1020 for the 2023/2024 school year

Safety/Security drill number 102030 for the 2023/2024 school year

Name of person conducting drill: Gretchen D. Hynes

Title of person conducting drill: Principal

Signature or person conducting drill: _____ Date: 2-15-24

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: _____

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