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>
</tr>
<tr>
<td></td>
<td>• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</td>
</tr>
<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
</tr>
<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:  

Principal:  

Date of drill:  

Number of students:  

Number of staff:  

Time initiated:  

Time concluded:  

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:  

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:  

Title of person conducting drill:  

Signature or person conducting drill:  

Date:  

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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| 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: Stadium Drive Elementary  
Principal: Gretchen D. Hynes

Date of drill: Wed Oct 20, 2021  Number of students: 470  Number of staff: 34

Time initiated: 8:55 a.m.  Time concluded: 9:02 a.m.

Situation at Start of the Drill:  
☑ Before school  ☐ During class time  ☐ Passing time  ☐ Recess  ☐ Lunch time  ☐ Assembly  ☐ After school  ☐ Other:

Remarks:

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: 10/20/2021

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:

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