## 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>
</tbody>
</table>
| Safety/Security | Three drills – One 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:** 9/25/2023  
**Number of students:** 467  
**Number of staff:** 30+  
**Time initiated:** 9:45 am (a.m./p.m.)  
**Time concluded:** 9:55 am (a.m./p.m.)  

### Situation at Start of the Drill (check the appropriate box)  
- [ ] Before school  
- [X] During class time  
- [ ] Passing time  
- [ ] After school  
- [ ] Recess  
- [ ] Other:  

**Remarks:**

This report is for: 
(circle number next to applicable drill)  
- 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:** Principal  
**Signature or person conducting drill:**  
**Date:** 9/25/2023  

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:**  

*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.*