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 • 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: **Waldon Middle School**

Principal: **Sara Wendland**

Date of drill: **11/7/23** Number of students: **544** Number of staff: **53**

Time initiated: **1:23** (a.m./p.m.) Time concluded: **1:32** (a.m./p.m.)

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:
(circle number next to applicable drill)

Fire drill number 1 **2** 3 **4** 5 for the 2023/2024 school year

Tornado drill number 1 **2** for the 2023/2024 school year

Safety/Security drill number 1 2 3 for the 2023/2024 school year

Name of person conducting drill: **Dakotah Cooper**

Title of person conducting drill: **Assistant Principal**

Signature or person conducting drill: _____ Date: **11/7/23**

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.