## 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>• 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 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: **Waldon Middle School**

Principal: **Randy Groya**

Date of drill: **10/20/2022**  
Number of students: **549**  
Number of staff: **49**

Time initiated: **7:45 A.M**  
(a.m./p.m.)  
Time concluded: **7:49 A.M.**  
(a.m./p.m.)

**Situation at Start of the Drill**  
(Check the appropriate box)

- [x] Before school  
- [ ] During class time  
- [ ] Passing time  
- [ ] Recess  
- [ ] Lunch time  
- [ ] Assembly  
- [ ] After school  
- [ ] Other:  

Remarks:  

---

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: **Sara Wendland**

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

Signature or person conducting drill:  

Signature: **Sara Wendland**  
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.

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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.