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: Walton Middle School

Principal: Randy Groya

Date of drill: 04/28/2023  
Number of students: 550  
Number of staff: 49

Time initiated: 10:50A.M. (a.m./p.m.)  
Time concluded: 10:55A.M. (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:  
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: ____________________________  
Date: 4/28/23

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.*