## 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:** Webber  
**Principal:** Jennifer Goethals  
**Date of drill:** 5.5.2022  
**Number of students:** 472  
**Number of staff:** 42  
**Time initiated:** 1:45pm (a.m./p.m.)  
**Time concluded:** 1:47 (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:**

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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:** Jennifer Goethals  
**Title of person conducting drill:** Principal  
**Signature or person conducting drill:** [Signature]  
**Date:** 5/9/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

- **Agency:**  
  - **Name:**  
  - **Title:**

- **Agency:**  
  - **Name:**  
  - **Title:**

- **Agency:**  
  - **Name:**  
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*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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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: 5-9-2022 Number of students: 457 Number of staff: 48
Time initiated: 8:47 (a.m./p.m.) Time concluded: 8:52 (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 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: 5/9/22

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

Agency: __________________________ Name: __________________________ Title: __________________________
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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.