# 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>
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<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<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 Elementary**

Principal: **Jennifer Goethals**

Date of drill: **10/05/2022**

Number of students: **502**

Number of staff: **57**

Time initiated: **2:30** (a.m./p.m.)

Time concluded: **2:34** (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: **Jennifer Goethals**

Title of person conducting drill: **Principal**

Signature or person conducting drill: __________________________________________________________________________ Date: **10/5/22**

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: ___________________________ 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.*