# 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>
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<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: 10/4/2022  
Number of students: 494  
Number of staff: 53  
Time initiated: 8:55 AM (a.m./p.m.)  
Time concluded: 8:58 AM (a.m./p.m.)

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

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

Remarks: ____________________________

This report is for:

- Fire drill number 102030450 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: 10/4/2022

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.*