

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill 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. <ul style="list-style-type: none"><li>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li><li>• Seek input from the administration of the school and local public safety on the nature of the drill.</li></ul>

*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: **St. Johns High School**

Principal: **Mark Dobson**

Date of drill: 09/19/2024      Number of students: 800      Number of staff: 75

Time initiated: 10:09 (a.m./p.m.) Time concluded: 10:21 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Overall the drill went well. A few minor adjustments were addressed with staff and students.

This report is for: Fire drill number **1 2 3 4 5** for the 2024/2025 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2024/2025 school year

Safety/Security drill number **1 2 3** for the 2024/2025 school year

Name of person conducting drill: **Zane Ballard**

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

Signature or person conducting drill: Zane Ballard Date: **09/19/2024**

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:

*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.*

7/2021