

School Drill Documentation Form

Type of Drill	Number/Schedule
<i>Fire</i>	Five – Three drills must be completed by December 1
<i>Tornado</i>	Two – One drill must be completed in March
<i>Safety/Security</i>	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"> 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: ___ St. Johns High School _____

Principal: Mark Dobson _____

Date of drill: March 4th 2024 _____ Number of students: 820 _____

Number of staff: 100 _____ Time initiated: 1:36 _____ (a.m./p.m.)

Time concluded: 1:45 _____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input 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: ___ Went Well

This report is for: Fire drill number **1 2 3 4 5** for the 2023/2024 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2023/2024 school year

Safety/Security drill number **2 3 1** for the 2023/2024 school year

Name of person conducting drill: ___ Zane Ballard _____

Title of person conducting drill: ___ Assistant Principal _____

Signature or person conducting drill: Jane Ballard Date: 03/04/2024

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: _____ 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.*