

## 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 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <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: \_\_\_\_\_

Principal: \_\_\_\_\_

Date of drill: \_\_\_\_\_ Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_

Time initiated: \_\_\_\_\_ (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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: \_\_\_\_\_

This report is for:  
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **12 3** for the 2022/2023 school year

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature or person conducting drill: Joseph A. Carr Date: \_\_\_\_\_

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.*