School Drill Documentation Form

Type of Drill	Numb	er/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. 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 of	ne of the	e drills must be conducted d	uring a lunch or rec	cess period, or at and	other time when students	
are gathered but	t not in c	classrooms.				
School:						
Principal:						
Date of drill:	Number of students:Number of staff:				er of staff:	
Time initiated:		a.m./p.m.)	(a.m./p.m.) Time concluded:		(ā.īm.)	
		Drill (Check the appropriate b	ox)			
		0	Passing			
Lunch time		Assembly	After so	chool	□ Other:	
Remarks:					or the 2022/2023 school yea	
(circle number nex		ble drill)	Tornado drill	number 1 2 for	r the 2022/2023 school year the 2022/2023 school year	
Name of person c	onductii	ng drill:				
Title of person co	nducting	g drill:				
Signature or perso	on condi	ucting drill:	- Cied	al	Date:	
If the drill was coc agency, official's r		0	enforcement, fire	department, or eme	rgency management, list the	
Agency:		Nar	ne:	Tit	le:	
Agency:		Nar	ne:	Tit	le:	
Agency:		Nar	ne:	Tit	le:	

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.