

The form must be maintained on the school website within 30 days after completing the drill. Must post on the school's website within 30 days after completing the drill.

Agency: _____ Name: _____ Title: _____
 Agency: _____ Name: _____ Title: _____
 Agency: _____ Name: _____ Title: _____

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Signature or person conducting drill: _____
 Date: 4/7/22

Title of person conducting drill: _____
 Name of person conducting drill: Joseph Cori

This report is for:
 Fire drill number 1 2 3 4 5 for the 2021/2022 school year
 Tornado drill number 1 2 3 4 5 for the 2021/2022 school year
 Safety/Security drill number 1 2 3 for the 2021/2022 school year

Remarks: _____

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:

Time initiated: 10:30 (a.m./p.m.)
 Time concluded: 10:45 (a.m./p.m.)
 Date of drill: 4/7/22
 Number of students: 308
 Number of staff: 37

School: Riley Elementary
 Principal: Joseph Cori

Type of Drill	Number/Schedule
Five	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

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.

- 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.

School Drill Documentation Form