

## 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"> <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>
<i>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.</i>	

School:    **St. Johns High School**

Principal: **Mark Dobson**

Date of drill: **11/05/ 2024**

Number of students: **720**

Number of staff: **100**

Time initiated: **10:10**  a.m./p.m.)

Time concluded: **10:22**  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 **1 2 3** for the 2024/2025 school year

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

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

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Signature or person conducting drill:       *Jane Ballard*       Date:    11/05/2024   

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.*