

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: **01/14/ 2025**

Number of students: **760**

Number of staff: **100**

Time initiated: **9:59** a.m. (p.m.)

Time concluded: **10:11** 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 checked="" 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, minor issues were addressed

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**

Signature or person conducting drill: Jane Ballard Date: 01/15/2025

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: **St. Johns Police Department**

Name: **Officer Bradbury**

*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.*