Number/Schedule

Type of Drill

Safety/Security

Fire Tornado

School Drill Documentation Form

Three – One drill must be completed prior to December 1 and one after January 1

Five – Three drills must be completed by December 1

Two – One drill must be completed in March

Principal:		the release of a hazar	•	appropriate to an emergency such as
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: Principal: Date of drill: Number of students: Number of staff: Time initiated: Number of students: Number of staff: Time concluded: Number of staff: Time concluded: Number of staff: Time concluded: Number of staff: Nater school Number of staff: Number				ntially dangerous individual on or
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: Principal: Date of drill: Number of students: Number of staff: Time initiated: (axc./p.m.) Situation at Start of the Drill (Check the appropriate box) Before school During class time After school After school Other: Remarks: This report is for: (circle number next to applicable drill) Tornado drill number 1 2 3 4 5 for the 2024/2025 school year Safety/Security drill number 1 2 for the 2024/2025 school year Name of person conducting drill: Title of person conducting drill: Signature or person conducting drill: Signature or person conducting drill: Date: If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the		•		and local public safety on the nature
School:		of the drill.		
School:			luring a lunch or recess perio	d, or at another time when students
Principal:	are gathered but not ii	n classrooms.		
Number of students:	School:			
Situation at Start of the Drill (Check the appropriate box) Before school During class time Passing time Recess Other:	Principal:			
Situation at Start of the Drill (Check the appropriate box) Before school During class time Assembly Daring class time After school During class time After school Other: After school After school Other: After school Other:	Date of drill:	Numb	er of students:	Number of staff:
Before school During class time Dassing time Recess Lunch time Assembly After school Other: Remarks: This report is for: (circle number next to applicable drill) Tornado drill number 1 2 3 4 5 for the 2024/2025 school year Safety/Security drill number 1 2 3 for the 2024/2025 school year Safety/Security drill number 1 2 3 for the 2024/2025 school year Safety/Security drill number 1 2 3 for the 2024/2025 school year Safety/Security drill number 1 2 3 for the 2024/2025 school year Name of person conducting drill: Title of person conducting drill: Date: Signature or person conducting drill: 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: Title:	Time initiated:	(axh./p.m.)	Time concluded:	(a.v1./p.m.)
Lunch time			oox)	
This report is for: (circle number next to applicable drill) Tornado drill number 1 2 3 4 5 for the 2024/2025 school year Safety/Security drill number 1 2 3 for the 2024/2025 school year Safety/Security drill number 12 3 for the 2024/2025 school year Name of person conducting drill: Title of person conducting drill: Signature or person conducting drill: 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:		_		
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Safety/Security drill number 12 3 for the 2024/2025 school year Name of person conducting drill: Title of person conducting drill: Signature or person conducting drill: 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:			Fire drill number 1 2 3	4 5 for the 2024/2025 school year
Name of person conducting drill:			Tornado drill number	1 2 for the 2024/2025 school year
Title of person conducting drill:		Saf	ety/Security drill number 1	3 for the 2024/2025 school year
Signature or person conducting drill:	Name of person conduc	ting drill:		
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: Title:	Title of person conducti	ng drill:		
agency, official's name, and title. Agency: Name: Title: Title: Title: Name: Title:	Signature or person cor	nducting drill:	m Pisdele	Date:
Agency: Name: Title:		_	enforcement, fire departme	ent, or emergency management, list the
	Agency:	Na	me:	Title:
Agency: Name: Title:	Agency:	Na	me:	Title:
	Agency:	Na	me:	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.