

## School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <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>

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:

a.m

p.m.

Time concluded

a.m

p.m.

Situation at Start of the Drill (Check the appropriate box)			
Before school	During class time	Passing time	Recess
Lunch time	Assembly	After school	Other:

Remarks:

This report is for:  
(check box next to applicable drill)

Fire drill number **1 2 3 4 5** for the school year

Tornado drill number **1 1 2** for the school year

Safety/Security drill number **1 2 3** for the 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:

Agency:

Name:

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.*