

## 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.*