## **School Drill Documentation Form**

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         • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.         • 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: KRESA West Campus         Principal: Jen Sova         Date of drill: 10/18/23       Number of students: 150         Number of students: 150       Number of staff: 60         Situation at Start of the Drill (Check the appropriate box)       Before school       Recess         Before school       X::::::::::::::::::::::::::::::::::::	Type of Drill	Numb	er/Schedule					
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         • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.         • 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: KRESA West Campus         Principal: Jen Sova         Date of drill: 10/18/23       Number of students: 150         Number of students: 150       Number of staff: 60         Time initiated: 8:41 am (am./p.m.)       Time concluded: 8:55 (a.m./p.m.)         Situation at Start of the Drill (Check the appropriate box) <ul> <li>Before school</li> <li>Xo: During class time</li> <li>Assembly</li> <li>After school</li> <li>Other:</li> <li>Remarks:</li> <li>Ins report is for:</li> <li>(circle number next to applicable drill)</li> <li>Fire drill number 1 2 3 4 5 for the 2023/2024 school year</li> <li>Safety/Security drill number 1 2 for the 2023/2024 school year</li> <li>Safety/Security drill number 1 2 for the 2023/2024 school year</li> <li>Safety/Security drill number 1 2 3 for the 2023/2024 school year</li> <li>Safety/Security drill number 1 2 3 for the 2023/2024</li></ul>								
Safety/Security       Three drills – One 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.       • One drill shall include security measures that are appropriate to an emergency, such as 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: KRESA West Campus         Principal: Jen Sova         Date of drill: 10/18/23       Number of students: 150	Tornado							
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Situation at Start of the Drill (Check the appropriate box) <ul> <li>Before school</li> <li>Lunch time</li> <li>Assembly</li> <li>After school</li> <li>Other:</li> </ul> Remarks: <ul> <li>After school</li> <li>Other:</li> </ul> This report is for: (circle number next to applicable drill)         Fire drill number         1         2         3         4         5         for the 2023/2024 school year           Tornado drill number         1         2         3         for the 2023/2024 school year           Safety/Security drill number         1         2         3         for the 2023/2024 school year           Name of person conducting drill: Jen Sova <ul> <li>Title of person conducting drill: Administrator</li> <li>Signature or person conducting drill: Administrator</li> <li>Date: 10 18 23</li> <li>If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list th agency, official's name, and title.</li> <li>Agency:</li></ul>	Date of drill: <u>10/1</u>	8/23		Number of s	lumber of students: 150 Number of staff: 60			
Before school       X During class time       X Passing time       Recess         Lunch time       Assembly       After school       Other:         Remarks:       After school       Other:         This report is for: (circle number next to applicable drill)       Fire drill number       1       2       3       4       5       for the 2023/2024 school year         Tornado drill number next to applicable drill)       Tornado drill number       1       2       3       for the 2023/2024 school year         Safety/Security drill number       1       2       3       for the 2023/2024 school year         Name of person conducting drill:       Jen Sova       1       2       3       for the 2023/2024 school year         Signature or person conducting drill:       Administrator       Date:       10       18       2/2         If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list th agency, official's name, and title.       Name:       Title:	Time initiated: <u>8:41 am</u> ( <mark>a.m</mark> ./p.m.)     Time concluded: <u>8:55</u> ( <mark>a.m</mark> ./p.m.)							
Lunch time Assembly     After school     After school     Chine in time     Assembly     After school     Conter:     Remarks:     This report is for:   (circle number next to applicable drill)   Fire drill number 1 2 3 4 5 for the 2023/2024 school year Tornado drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Date: 10 18 23 If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency; Name: Name: Title: Agency: Name: Title:	Situation at Start of the Drill (Check the appropriate box)							
Remarks:	Before school	bl	X During class tir	me	X Passing time			
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Safety/Security drill number       1       2       3       for the 2023/2024 school year         Name of person conducting drill:	This report is for: Fire drill number <b>1 2 3 4 5</b> for the 2023/2024 school year							
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agency, official's name, and title.    Agency:	Signature or person conducting drill: Date: 10 18 2							
Agency: Title:			-	ch as law enfor	cement, fire departm	ent, or emei	rgency management, list the	
	Agency:			Name:	Name: Ti		e:	
Agency: Title:	Agency:			Name:	ame: Title:		e:	
	Agency:			Name:		Title	e:	

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.