

School Drill Documentation Form

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 - 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: PINEWOOD

Principal: HEATHER BRODI

Date of drill: 9/9/2025 Number of students: 334 Number of staff: 40

Time initiated: 10am (a.m./p.m.) Time concluded: 10:04 (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:
(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

☐ ☐ ☐

Name of person conducting drill: HEATHER BRODI

Title of person conducting drill: PRINCIPAL

Signature or person conducting drill: Heather Brodi Date: 9/9/25

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:	<u></u>	Name:	<u></u>	Title:	<u></u>
Agency:	<u></u>	Name:	<u></u>	Title:	<u></u>
Agency:	<u></u>	Name:	<u></u>	Title:	<u></u>

*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.*

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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: Pinewood Principal: Brodi
Date of drill: 9-19-25 Number of students: 347 Number of Staff: 40
Time initiated: 2:03 ☐ a.m. ☒ p.m. Time concluded 2:06 ☐ 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 2025-2026 school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Heather Brodi

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 9/19/2025

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: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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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: Pinehood Principal: Heather Brodi
Date of drill: 9-24-25 Number of students: 346 Number of Staff: 40
Time initiated: 1:31 ☐ a.m. ☒ p.m. Time concluded 1:36 ☐ 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 25/26 school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Heather Brodi

Title of person conducting drill: Principal

Signature or person conducting drill: H Brodi Date: 9/24/25

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: _____

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School: PINEWOOD ELEMENTARY Principal: HEATHER BRODI

Date of drill: 10/14/2025 Number of students: 346 Number of Staff: 40

Time initiated: 10:30 ☒ a.m. ☐ p.m. Time concluded 10:33 ☒ 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 ☐ 2 for the _____ school year
Safety/Security drill number ☒ 1 ☐ 2 ☐ 3 for the 25-26 school year

Name of person conducting drill: TRISHA RUTLEDGE

Title of person conducting drill: Student Facilitator/Literacy Coach

Signature or person conducting drill: Trisha Rutledge Date: 10/14/25

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: _____

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