

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:

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:
(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:

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:

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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.*