

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill 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: Student Learning Center- West
 Principal: Chelsea Fox
 Date of drill: 10/7/25 Number of students: 33 Number of staff: 32
 Time initiated: 2:20 (a.m./p.m.) Time concluded: 2:23 (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: <u>end of day</u>

Remarks: A student was being changed and needed to get pants on.

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for this school year

Tornado drill number 1 2 for this school year

Safety/Security drill number 1 2 3 for this school year

Name of person conducting drill: Chelsea Fox

Title of person conducting drill: Principal

Signature or person conducting drill: Chelsea Fox Date: 10/7/25

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: _____