

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 <ul style="list-style-type: none"> 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: Saint Stephen School

Principal: Elizabeth Black

Date of drill: 10-18-22 Number of students: 53 Number of staff: 16

Time initiated: 9:58 (a.m./p.m.) Time concluded: 10:10 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Block was added to Reed St. doors - Middle school had to use the alternate exit.

This report is for: (circle number next to applicable drill)
 Fire drill number **1** **(2)** **3** **4** **5** for the 2022/2023 school year
 Tornado drill number **1** **2** for the 2022/2023 school year
 Safety/Security drill number **1** **2** **3** for the 2022/2023 school year

Name of person conducting drill: Elizabeth Black

Title of person conducting drill: Principal

Signature or person conducting drill: Elizabeth Black Date: 10-18-22

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.*