

## 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"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

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: 11-21-22 Number of students: 45 Number of staff: 12  
 Time initiated: 11:40 (a.m./p.m.) Time concluded: 11:46 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" 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: \_\_\_\_\_

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

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: 11-22-22

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: EGR police Name: Troy Brown Title: School - Community  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: LIASON OFFICER  
 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.*