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: **Emerson Elementary School**

Principal: **Kara Moore**

Date of drill: **10/19/21**   Number of students: **166**   Number of staff: **28**

Time initiated: **3:05** (a.m./~~p.m.~~)   Time concluded: **3:06** (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: **Students listened and evacuated the building in 1 minute and 27 seconds.**

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

Fire drill number 1 ② 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: **Kara Moore**

Title of person conducting drill: **Principal**

Signature or person conducting drill: **Kara Moore**   Date: **10/19/21**

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title. **Deputy emerg. mgmt Dir - Schedule of Drills 21/22**

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.