

## School Drill Documentation

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	<p>Three drills – One must be completed prior to December 1 and one after January 1</p> <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: **UPA Middle School** Principal: **Kyra White**

Date of drill: **9/18/25** Number of students: **288** Number of Staff: **36**

Time initiated: **9:30 a.m** p.m. Time concluded: **9:38 a.m** p.m.

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

Remarks: **The drill went smoothly overall, with just a few minor areas to follow up on.**

This report is for: Fire drill number **1 2 3 4 5** for the school year

(check box next to applicable drill) Tornado drill number **1 1 2** for the school year

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

Name of person conducting drill: **Jacqueline Smith**

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: **9/18/25**

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: *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.*