

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	Three drills – One 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 admin 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: UPA Middle School Principal: Kyra White

Date of drill: 11/6/25 Number of students: 304 Number of Staff: 31

Time initiated: 11:20 (a.m.) p.m. Time concluded 11:28 (a.m.) p.m.

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

Remarks: Students + Staff exited the building in an orderly manner, positioning away from the danger zone without any issues.

This report is for:

Fire drill number 12345 for the school year

Tornado drill number 112 for the school year

Agency: Name: Title: *Must post on*

Safety/Security drill number **123** for the school year...

the school's website within 30 days after completing the drill.

Signature or person conducting drill: Facquie Smith Date: 11/6/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the

agency, official's name, and title.

The form must be maintained on the school website for at least three years.

Agency: Name: Title: Agency:

Name: Title: