

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 <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: University Preparatory Principal: Savannah Henning
Date of drill: 11.06.25 Number of students: 563 Number of Staff: 67
Time initiated: 11:00 a.m. p.m. Time concluded 11:04 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: (check box next to applicable drill)
Fire drill number 1 2 3 4 5 for the 25-26 school year
Tornado drill number 1 2 for the _____ school year
Safety/Security drill number 1 2 3 for the _____ school year

Name of person conducting drill: Carmen Datch-Ragland
Title of person conducting drill: School Operations Manager
Signature or person conducting drill: Carmen Datch-Ragland Date: 11.06.25

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.