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 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: Bailey Early Childhood Center Principal: Allison Wirick

Date of drill: 03/04/2026 Number of students: 63 Number of Staff: 12

Time initiated: 12:25 ☐ a.m ☒ p.m. Time concluded 12:30 ☐ 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: GSRP out at recess, DK at lunch

This report is for:
(check box next to applicable drill)

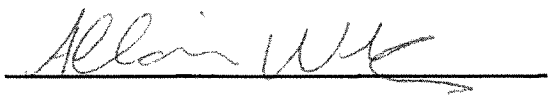
Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year

Tornado drill number ☐1 ☐2 for the _____ school year

Safety/Security drill number ☐1 ☐2 ☒3 for the 2025/2026 school year

Name of person conducting drill: Allison Wirick

Title of person conducting drill: Director of Innovative Learning

Signature or person conducting drill:  Date: 3/4/26

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: Emergency Management Name: Jason Lautermilch Title: Director

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.

School Emergency Drills
Documentation Form

Type of Drill

_____ Fire Drill

_____ Tornado Drill

__X__ Lock Down/Shelter in place

_____ Other _____

Time of Drill

__X__ Standard

_____ Class Change

_____ Recess

_____ Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 1/15/26 Time of Drill: 9:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 46 -Students 11- Staff

Remarks:
PD showed up after lockdown was pulled - had to let them in.

This report is for emergency drill # 6 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Winck

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title _____

_____ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)
Name & Title _____

_____ Fire (Fire Chief or designee)
Name & Title _____

School Emergency Drills
Documentation Form

Type of Drill

X Fire Drill

_____ Tornado Drill

_____ Lock Down/Shelter in place

_____ Other _____

Time of Drill

_____ Standard

X Class Change

X Recess

_____ Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 11/5/25 Time of Drill: 12:35 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks:
Students coming in from recess and going outside.

This report is for emergency drill # 5 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Wk

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title _____

_____ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)
Name & Title _____

_____ Fire (Fire Chief or designee)
Name & Title _____

School Emergency Drills
Documentation Form

Type of Drill

_____ Fire Drill

__X__ Tornado Drill

_____ Lock Down/Shelter in place

_____ Other _____

Time of Drill

__X__ Standard

_____ Class Change

_____ Recess

_____ Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 10/21/25 Time of Drill: 2 pm

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks:

_____

_____

This report is for emergency drill # 4 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Winck

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title _____

_____ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)
Name & Title _____

_____ Fire (Fire Chief or designee)
Name & Title _____

School Emergency Drills
Documentation Form

Type of Drill

__X__ Fire Drill

_____ Tornado Drill

_____ Lock Down/Shelter in place

_____ Other _____

Time of Drill

_____Standard

_____Class Change

_____Recess

_____Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 10/17/25 Time of Drill: 11:25 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1:17

Total Participants:_____

Remarks:

_____

_____

This report is for emergency drill # 3 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Winck

Drill was coordinated with:

_____ Emergency Management Coordinator

Name & Title _____

_____ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)

Name & Title_____

_____ Fire (Fire Chief or designee)

Name & Title_____

School Emergency Drills
Documentation Form

Type of Drill

_____ Fire Drill

_____ Tornado Drill

__X__ Lock Down/Shelter in place

_____ Other _____

Time of Drill

__X__ Standard

_____ Class Change

_____ Recess

_____ Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 9/24/25 Time of Drill: 11:05 (a.m.)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: _____

Remarks:

_____

_____

This report is for emergency drill # 2 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Winck

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title _____

__X__ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)
Name & Title Kyle Kursten - School Resource Officer

_____ Fire (Fire Chief or designee)
Name & Title _____

School Emergency Drills
Documentation Form

Type of Drill

X Fire Drill

_____ Tornado Drill

_____ Lock Down/Shelter in place

_____ Other _____

Time of Drill

X Standard

_____ Class Change

_____ Recess

_____ Other

Name of Reporting School: **Bailey Early Childhood Center**

Date of Drill: 9/9/25 Time of Drill: 8:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 min 10 sec

Total Participants: 63 students + 14 staff

Remarks:
DK at Special, GSRP

This report is for emergency drill # 1 for School year

Name of person conducting drill: Allison Winck

Title of person conducting drill: Early Childhood Drector

Signature of person conducting drill: Allison Winck

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title _____

_____ Law Enforcement (County Sheriff or Chief of Police or designee of MSP)
Name & Title _____

_____ Fire (Fire Chief or designee)
Name & Title _____