

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: 11/13/25 Number of students: 292 Number of Staff: 34
 Time initiated: 2:30 a.m.(p.m.) Time concluded 2:30 a.m.(p.m.)

Situation at Start of the Drill (Check the appropriate box)			
Before school	<input checked="" type="checkbox"/> During class time	Passing time	Recess
Lunch time	Assembly	After school	Other:

Remarks: Students and staff quickly exited the building and positioned themselves safely away from potential danger.

This report is for: Fire drill number 1 2 3 4 5 for the school year 25/26
 Tornado drill number 1 1 2 for the school year 25/26

Agency: Name: Title: *Must post on the school's website within 30 days after completing the drill.*
 Safety/Security drill number 1 2 3 for the school year...
 Signature or person conducting drill: Jacqueline Smith Date: 11/13/25
School operations manager
 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: