

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"> • 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: **UPA Middle** School Principal: **Kyra White**

Date of drill: 3/12/26 Number of students: **295** Number of Staff: **31**

Time initiated: **1:50 a.m p.m.** Time concluded **2:00 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: Students proceeded to the lower level and properly kneeled and tucked as intended.

(check box next to applicable drill) Tornado drill number **1 2 3** for the school year 25/26

Safety/Security drill number **1 2 3** for the school year 25/26

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

Title of person conducting drill: **School Operations Manager**

Signature or person conducting drill: *Jacqueline Smith* Date: 3/12/26

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: 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.