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: Orion Oaks Elementary Principal: Dakotah Cooper

Date of drill: 3/18/26 Number of students: 496 Number of Staff: 72

Time initiated: 1:00 ☐ a.m ☑ p.m. Time concluded 1:02 ☐ 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:

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 25-26 school year

Safety/Security drill number ☐ **1** ☐ **2** ☐ **3** for the _____ school year

Name of person conducting drill: Dakotah Cooper

Title of person conducting drill: Principal

Signature or person conducting drill: Dakotah Cooper Digitally signed by Dakotah Cooper Date: 2026.03.18 13:24:45 -04'00' Date: 3/18/26

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.