

## 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"><li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li><li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li><li>Seek input from the administration of the school and local public safety on the nature of the drill.</li></ul> |

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: Bridgman Elementary Principal: Lori Graves

Date of drill: 9-19-25 Number of students: 280 Number of Staff: 40

Time initiated: 9:15 ☒ a.m. ☐ p.m. Time concluded 9:22 ☒ 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: Hold drill number 1 2 3 for the school year  
Secure drill number 1 2 3 for the school year

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 25-26 school year

Name of person conducting drill: Lori Graves

Title of person conducting drill: Principal

Signature or person conducting drill: Lori Graves Date: 9-19-25

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.