

School Drill Documentation Form

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: KRESA West Campus

Principal: Jen Sova

Date of drill: 6/3/26 Number of students: 200 Number of staff: 70

Time initiated: 11:30 (a.m./p.m.) Time concluded: 11:55 (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:
(circle number next to applicable drill)

Fire drill number **1** **2** **3** **4** **5** for the 2025/2026 school year

Tornado drill number **1** **2** for the 2025/2026 school year

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

Name of person conducting drill: Jen Sova

Title of person conducting drill: Administrator

Signature or person conducting drill:  Date: 6/3/26

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.*