

F3

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">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: Stadium Drive Elementary Principal: Gretchen D. Hynes

Date of drill: 10/23/26 Number of students: 368 Number of Staff: 37

Time initiated: 1:59 ☐ a.m. ☒ p.m. Time concluded 2:03 ☐ 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 20/27 school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

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

Name of person conducting drill: Gretchen D. Hynes

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/23/26

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.*