

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 <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: **PINEWOOD ELEMENTARY SCHOOL**

Principal: **HEATHER BRODI**

Date of drill: **10/11/2022** Number of students: **360** Number of staff: **36**

Time initiated: **9:45** (a.m./p.m.) Time concluded: **9:47** (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: _____

Name of person conducting drill: **HEATHER BRODI**

Title of person conducting drill: **PRINCIPAL**

Signature or person conducting drill: *Heather Brodi*

Date: *10/11/22*

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

This report is for: Fire drill number 1 2 3 4 5 for the 2022/2023 school year
 (circle number next to applicable drill)

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

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.