Type of Drill Number/Schedule

## **School Drill Documentation**

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: Holy Name School Principal: Michelle Brief  Date of drill: 11/24/25 Number of students: VI Number of Staff: 28  Time initiated: 1 OH a.m Vp.m. Time concluded   1   a.m Vp.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:
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Time initiated:
Situation at Start of the Drill (Check the appropriate box)  Before school During class time Passing time Recess
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Lunch time Assembly Lanch time
Remarks:
This report is for: Fire drill number 1 1 2 3 4 5 for the school year
(check box next to applicable drill)  Tornado drill number 1 2 for the school year
Safety/Security drill number ☐1 ☑2 ☐3 for the <i>25-26</i> _ school year
Name of person conducting drill: Michelle Brief
Name of person conducting drill: Michelle Brief
Title of person conducting drill: Principal
Signature or person conducting drills Much 112 Builton Date: 124125
Signature of person seriadosing arm
If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the
anners officially many and title
agency, official's name, and 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.

Name:

Agency:

Name:

Title: