

# School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill 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: SLCE

Principal: Candice Osika

Date of drill: 11/20/25 Number of students: 31 Number of staff: 13

Time initiated: 9:00 (a.m./p.m.) Time concluded: 9:00:46 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="radio"/> Before school	<input type="radio"/> During class time	<input type="radio"/> Passing time	<input type="radio"/> Recess
<input type="radio"/> Lunch time	<input type="radio"/> Assembly	<input type="radio"/> After school	<input type="radio"/> Other:

Remarks: \_\_\_\_\_

**This report is for:**  
(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for this school year

Tornado drill number **1 2** for this school year

Safety/Security drill number **1 2 3** for this school year

Name of person conducting drill: Candice Osika

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 11/20/25

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: \_\_\_\_\_