

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">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: SLCE
Principal: Candice Osika
Date of drill: 11/24/25 Number of students: 27 Number of staff: 14
Time initiated: 12:30 (a.m./p.m.) Time concluded: 12:32:01 (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:  Date: 11/24/25

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: _____