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 • 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: __St. Gerard School__

Principal: __Karen Marshall__

Date of drill: __3/2/23__   Number of students: __@417__   Number of staff: __50__

Time initiated: __12:58__   (a.m./~~p.m.~~)   Time concluded: __1:04__   (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:
(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the ~~2021/2022~~ school year

Tornado drill number **1 2** for the ~~2021/2022~~ school year

2022/2023

Safety/Security drill number **1 2 ③** for the ~~2021/2022~~ school year

Name of person conducting drill: __Karen Marshall__

Title of person conducting drill: __Principal__

Signature or person conducting drill: __Karen Marshall__   Date: __3-2-23__

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.