

### 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: Wayland Union Middle School  
 Principal: Carolyn E. Whyte  
 Date of Drill: 9/21/23 Number of Students: 635 Number of Staff: 50  
 Time initiated: 1:31 (a.m./p.m.) Time concluded: 1:38pm (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: Students & staff moved quickly to designated areas, talking was more prevalent than we would have liked

This report is for: Fire drill number 1 2 3 4 5 for the 2023-2024 school year  
(circle number next to the applicable drill) Tornado drill number ① 2 for the 2023-2024 school year  
 Safety/Security drill number 1 2 3 for the 2023-2024 school year

Name of person conducting drill: Karyll MC Russell  
 Title of person conducting drill: Assistant Principal  
 Signature of person conducting drill: Karyll MC Russell Date: 9/21/23

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.  
 This form must be maintained on the school's website for at least three years.