

### 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: Baker Elementary School

Principal: Rachel Cimek

Date of Drill: 10/26/23 Number of Students: 390 Number of Staff: 40

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:34 (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: use of green/red for communication/student count - 3 doors left open

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: Rachel Cimek

Title of person conducting drill: Principal

Signature of person conducting drill: Rachel Cimek Date: 10/26/23

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.*