

## 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: 11/16/23 Number of Students: 235 Number of Staff: 50

Time initiated: 1:33 (a.m./p.m.) Time concluded: 1:38 (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: Team practiced new fire drill procedures. Excellent work on the part of staff & students.

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 MG Russell

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Karyll MG Russell Date: 11/16/23

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.*