School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One 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: Steeby Elementary Principal: Karri Bailey

Date of drill: 11/5/2025 Number of students: 241 Number of Staff: 27

Time initiated: 9:46 ☑ a.m ☐ p.m. Time concluded 10:01 ☑ 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: First drill during passing time and students and staff moved quickly and quietly. They adjusted as needed because we were not able to have our normal spaces for movement. We had to practice going into other safe spaces just in case it would turn into a lock down. They did well. Work on a teacher coming out to ask time.

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☐2 ☑3 ☐4 ☐5 for the 2025-2026 school year

Tornado drill number ☐1 ☐2 for the _____ school year

Safety/Security drill number ☐1 ☐2 ☐3 for the _____ school year

Name of person conducting drill: Karri Bailey

Title of person conducting drill: Principal

Signature or person conducting drill: [signature] Date: 11/5/2025

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.