

## 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 <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: Steeby Elementary Principal: Karri Bailey

Date of drill: 3/20/2025 Number of students: 238 Number of Staff: 26

Time initiated: 1:00 ☐ a.m. ☒ p.m. Time concluded 1:04 ☐ 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: Kids and staff did great! Silent. Need to work on confirmation between 3rd grade wing and 2nd grade wing communication for all clear. Include ALL staff in drills such as custodian and food service going forward.

This report is for: \_\_\_\_\_ Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the \_\_\_\_\_ school year  
(check box next to applicable drill)  
Tornado drill number ☐1 ☒2 for the 2024-2025 school year  
Safety/Security drill number ☐1 ☐2 ☐3 for the \_\_\_\_\_ school year

Name of person conducting drill: Christine Shafer

Title of person conducting drill: Teacher

Signature or person conducting drill:  Date: 03/20/2025

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.*