

### 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: R.J. Steeby Elementary

Principal: Christina Johnson

Date of Drill: 3/14/2024 Number of Students: 241 Number of Staff: 2

Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:05 (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:

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: Christina Johnson

Title of person conducting drill: Principal

Signature of person conducting drill: Christina Johnson Date: 3/14/2024

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: Wayland Police Dept. Name: John Schaefer Title: SRO

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.