

## School Drill Documentation Form

| Type of Drill          | Number/Schedule  |
|------------------------|--|
| <u>Fire</u>            | Five – Three drills must be completed by December 1  |
| <u>Tornado</u>         | Two – One drill must be completed in March   |
| <u>Safety/Security</u> | 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 High School

Principal: Santino Di Cesare

Date of drill: 4-28-23 Number of students: 840 Number of staff: 60

Time initiated: 7:45 (a.m./p.m.) Time concluded: 7:50 (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: Students and staff did well in completing the drill. As we had an briefing meeting we found areas to improve

This report is for:  
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2022/2023 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Santino Di Cesare, John Hugel, Matt Miller, Karri Boley, Justin Hedin  
Title of person conducting drill: HS Principal

Signature or person conducting drill: Santino Di Cesare Date: 4-28-23

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.  
The form must be maintained on the school website for at least three years.