

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">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: Wayland Union Middle School
Principal: Carolyn E. Whyte
Date of Drill: 5/2/24 Number of Students: 650 Number of Staff: 50
Time initiated: 8:40 (a.m./p.m.) Time concluded: 8:45 (a.m./p.m.)

| Situation at Start of the Drill (check the appropriate box) | | | |
|---|--|--|---------------------------------|
| <input type="checkbox"/> Before School | <input type="checkbox"/> During class time | <input checked="" 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:

Unannounced Drill; hallways clear & quiet in less than 1 minute

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: 5/2/24

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.