

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: Baker Elementary School

Principal: Rachel Cimek

Date of Drill: 09-12-23 Number of Students: 390 405 Number of Staff: 40

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:36 (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:

Reminder to close doors will be sent this week.

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: Rachel Cimek

Title of person conducting drill: Principal

Signature of person conducting drill: Rachel Cimek Date: 09-12-23

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.
This form must be maintained on the school's website for at least three years.