

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: R.J. Steeby Elementary

Principal: Christina Johnson

Date of Drill: 2/6/24 Number of Students: 241 Number of Staff: 30

Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:05 (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: 2/6/2024

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: WHS Name: John Huyck Title: Maint. Dept.

Agency: Wayland PD Name: John Scheaffer Title: SRO

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.