

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire <input checked="" type="checkbox"/>	Five drills – Three must be completed by December 1
Tornado <input type="checkbox"/>	Two drills – One must be completed in March
Safety/Security <input type="checkbox"/>	Three drills – One 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: Pinewood Elementary

Principal: Heather Brodi

Date of drill: 9/15/23 Number of students: 333 Number of staff: 34

Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:02:17 (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: (circle number next to applicable drill)

Fire drill number 1  2  3  4  5 for the 2023/2024 school year

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: Heather Brodi

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 9/15/23

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: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Name: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Title: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
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*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.*