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
	• 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: **North Central Area Schools**

Principal: **Jennifer Eichmeier**

Date of drill: **8-31-2021**   Number of students: **131**   Number of staff: **18**

Time initiated: **12:06** (a.m./p.m. — *p.m circled*)   Time concluded: **12:23** (a.m./p.m. — *p.m circled*)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: **On this day we conducted our annual drill day to cover the process + procedures for tornado, safety/security and fire drills.**

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

Fire drill number **(1)** 2 3 4 5 for the 2021/2022 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: **Jennifer Eichmeier**

Title of person conducting drill: **Superintendent / Elem. Principal**

Signature or person conducting drill: *[signature]*   Date: **8/31/21**

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.