Number/Schedule

Type of Drill

Safety/Security

Fire

Tornado

## **School Drill Documentation Form**

Three drills – One must be completed prior to December 1 and one after January 1

Five drills – Three must be completed by December 1

Two drills – One must be completed in March

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 dril 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: Immacuate Heart of Mary  Principal: Holy Lake  Date of drill: Otober 18,023   Number of students: 29   Number of staff: 36  Time initiated: 1:03   (a.m./p.m.)   Time concluded: 1:07   (a.m./p.m.)  Situation at Start of the Drill Check the appropriate box)  Before school   During class time   Passing time   Recess   Other:  Remarks:  This report is for:   Fire drill number 1 2 3 4 5 for the 2023/2024 school year (circle number next to applicable drill)  Tornado drill number 1 2 for the 2023/2024 school year (circle number next to applicable drill)  Safety/Security drill number 1 2 for the 2023/2024 school year (circle number next to applicable drill)  Signature or person conducting drill: Holly Lake  Title of person conducting drill: Principal  Signature or person conducting drill: Name: Title: Agency: Name: Title: Name: Title: Agency: Name: Title: Title: Title: Name: Title: Title		release of a haz	ardous material.	sures that are appropria		
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: Immacuate Heart of Mary  Principal: Holly Lake  Date of drill: October 18,2023 Number of students: 29 Number of staff: 36  Time initiated: 11:03 Number of students: 29 Number of staff: 36  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:  This report is for: (cirde number next to applicable drill)  Tornado drill number 1 2 3 4 5 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill		school premises				
Principal: HOLY Lake  Date of drill: October 18,2023   Number of students: 29   Number of staff: 36  Time initiated: 11.03   (a.m.) p.m.)   Time concluded: 11.07   (a.m.)/p.n    Situation at Start of the Drill/Check the appropriate box)   Recess   Remarks: 1.00   Recess   Recess   Recess   Remarks: 1.00   Recess   Recess	l .	e of the drills must k		The state of the s	The state of the s	
Number of staff: 36	School: Imm	aculati	e Hear	t of Mari	<del>\</del>	
Situation at Start of the Drill (Check the appropriate box)  Before school During class time Passing time Recess Lunch time Assembly After school Other:  This report is for: (circle number next to applicable drill)  Tornado drill number 1 2 3 4 5 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1 2 for the 2023/2024 school year Safety/Security drill number 1	Principal: HC	olly Lak	e		-	·
Situation at Start of the Drill/Check the appropriate box)  Before school During class time Diving class time During class time Recess During class time During class time Recess During class	Date of drill: <u>DC</u>	Ober 18,2023	Number of s	students: 291	Number of staff: _	36
Before school Lunch time Assembly Before school Lunch time Assembly Before school Lunch time Assembly Before school Before schoo	Time initiated:	1:03	(a.m.)p.m.)	Time concluded:	1:07	(a.m./p.m.)
Lunch time	Situation at Start					
This report is for: (circle number next to applicable drill)  Tornado drill number 1 2 3 4 5 for the 2023/2024 school year  Safety/Security drill number 1 2 3 for the 2023/2024 school year  Safety/Security drill number 1 2 3 for the 2023/2024 school year  Name of person conducting drill:  Pincipa  Signature or person conducting drill:  Date: 10-18-23  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:  Name:  Title:  Title:				***************************************		
This report is for: (circle number next to applicable drill)  Tornado drill number 1 2 3 4 5 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Safety/Security drill number 1 2 3 for the 2023/2024 school year Name of person conducting drill:  Title of person conducting drill:  Date:  Date:  Date:  Date:  Agency:  Name:  Name:  Title:  Name:  Title:  Title:	L	L Assembly	/	□ Aπer school	D Otne	r:
Safety/Security drill number 1 2 3 for the 2023/2024 school year Name of person conducting drill:	This report		Fire dr			
Name of person conducting drill:					•	•
Title of person conducting drill: Principal  Signature or person conducting drill:			Safety/Sec	curity drill number 1	<b>2 3</b> for the 2023/2	2024 school year
Signature or person conducting drill:	Name of person co	nducting drill:	Holly Lak	e e		
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: Title:	Title of person cond	lucting drill: $\_$	rincipal			
Agency: Name: Title: Title:	Signature or persor	conducting drill: _(	NOUTO	Rale	Date:	-18-23
Agency: Title:			es such as law enfor	cement, fire departmer	nt, or emergency man	agement, list the
	Agency:	11444	Name:		Title:	
Agency: 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.