

## School Drill Documentation

| Type of Drill   | Number/Schedule  |
|-----------------|--|
| Fire            | Five drills – Three must be completed by December 1  |
| Tornado         | Two drills – One must be completed in March  |
| Safety/Security | 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: Immaculate Heart of Mary Principal: Holly Lake  
Date of drill: May 12, 2025 Number of students: 265 Number of Staff: 33  
Time initiated: 12:32 ☐ a.m. ☒ p.m. Time concluded: 12:34 ☐ a.m. ☒ p.m.  
(1:42)

| Situation at Start of the Drill (Check the appropriate box) |  |                                       |                                 |
|---|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Before school                      | <input type="checkbox"/> During class time | <input type="checkbox"/> Passing time | <input type="checkbox"/> Recess |
| <input checked="" type="checkbox"/> Lunch time              | <input type="checkbox"/> Assembly          | <input type="checkbox"/> After school | <input type="checkbox"/> Other: |

Remarks:

This report is for:  
(check box next to applicable drill)

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 for the 25-26 school year

Tornado drill number ☐ 1 ☐ 2 for the \_\_\_\_\_ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the \_\_\_\_\_ school year

Name of person conducting drill: Holly Lake

Title of person conducting drill: Principal

Signature or person conducting drill: Holly Lake Date: 5-13-25

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.*