School Drill Documentation Form

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 • 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: _Warren Woods Christian School_

Principal: _Beth Denhart_

Date of drill: _3/19/24_ Number of students: _181_ Number of staff: _27_

Time initiated: _11:05_ (**a.m.**/p.m.) Time concluded: _11:15_ (**a.m.**/p.m.)

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: _Elementary Lunch + Recess_

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: _Beth Denhart_

Title of person conducting drill: _Principal_

Signature or person conducting drill: _Beth Denhart_ Date: _3/19/24_

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.