

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 <ul style="list-style-type: none">• 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: HVONDALE GATE

Principal: ANITA STEWARD

Date of drill: 11/20/25 Number of students: 393 Number of staff: 31

Time initiated: 12:52 (a.m./p.m.) Time concluded: 12:55 (a.m./p.m.)

| 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 checked="" 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:

(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2025/2026 school year

Tornado drill number 1 2 for the 2025/2026 school year

Safety/Security drill number 1 2 3 for the 2025/2026 school year

Name of person conducting drill: JOEL TOSSEY

Title of person conducting drill: TEACHER / TEACHER IN CHARGE

Signature or person conducting drill: Joel M. Tossey Date: 11/20/25

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.