

## 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 <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> |
| <i>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.</i> |  |

School: Deerfield Elementary  
 Principal: David Goetz  
 Date of drill: 9/5/23 Number of students: 311 Number of staff: 50  
 Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:04 (a.m./p.m.)

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

Remarks: Everything went smoothly

This report is for: \_\_\_\_\_ Fire drill number 1 2 3 4 5 for the 2021/2022 school year  
(circle number next to applicable drill)

\_\_\_\_\_ 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: David Goetz  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: David Goetz Date: 9/5/23

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: \_\_\_\_\_ 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.*