# 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 <br>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. <br>• One drill shall include security measures of a potentially dangerous individual on or near the school premises. <br>• 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: Madison Elementary School          Principal: Felecia Hemingway

Date of drill: 4/2/2025          Number of students: 408          Number of Staff: 62

Time initiated: 2:00     ☐ a.m ☑ p.m.   Time concluded 2:00     ☐ 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:

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

Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5   for the _____ school year

Tornado drill number ☑ 1 ☐ 2   for the 24/25 school year

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

Name of person conducting drill: Tung Tran

Title of person conducting drill: Assistant Principal

Signature or person conducting drill: _____   Date: 4/2/25

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.*