

School Drill Documentation Form

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/near 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: Madison High School

Principal: Stacey Cowley

Date of drill: 12/16/25 Number of students: 223 Number of staff: 40

Time initiated: 12:40 (a.m./p.m.) Time concluded: 12:48 (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: _____

This report is for: 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: Stacey Cowley

Title of person conducting drill: Principal

Signature of person conducting drill: Stacey Cowley Date: 12/16/25

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: n/a Name: n/a Title: n/a

Agency: n/a Name: n/a Title: n/a

Agency: n/a Name: n/a Title: n/a

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.