

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 Cauley
Date of drill: 9/12/2025 Number of students: 257 Number of staff: 50
Time initiated: 9:35 (a.m./p.m.) Time concluded: 9:40 (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 Cauley
Title of person conducting drill: Principal
Signature or person conducting drill: [Signature] Date: 09/12/25
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: <u>n/a</u>	Name: <u>n/a</u>	Title: _____
Agency: _____	Name: <u>n/a</u>	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.