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
	• 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: _Stephenson Area Public School_

Principal: _Christian Londo_

Date of drill: _2/15/24_   Number of students: _431_   Number of staff: _35_

Time initiated: _1:02_ (a.m./(p.m.))   Time concluded: _1:24_ (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: _2nd grade teacher couldn't get nitelock in, Kitchen staff let a parent in after Kitchen was Cleared._

This report is for:
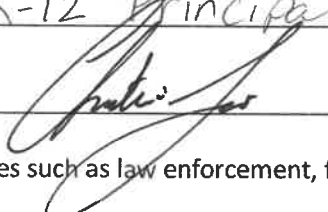(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2023/2024 school year

Tornado drill number **1 2** for the 2023/2024 school year

Safety/Security drill number **1 2 (3)** for the 2023/2024 school year

Name of person conducting drill: _Christian Londo_

Title of person conducting drill: _K-12 Principal_

Signature or person conducting drill: _(signature)_   Date: _2/15/24_

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: _MCSO_   Name: _Dep Luke West_ Title: _Deputy_

Agency: _MCSO_   Name: _Hanson_   Title: _Deputy_

Agency: _MCSO_   Name: _Kyle R.B_   Title: _Deputy_

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.