

## 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> |

*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: SPIRITUS SANCTUS ACADEMY

Principal: SR. MARIA FALISTINA SHOWALTER

Date of drill: 5-3-23 Number of students: 186 Number of staff: 19

Time initiated: 12<sup>15</sup> pm (a.m./p.m.) Time concluded: 12<sup>10</sup> pm (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 checked="" type="checkbox"/> Recess |
| <input checked="" 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 <sup>2022-23</sup>~~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: Elizabeth Arena

Title of person conducting drill: Office Manager

Signature or person conducting drill: Elizabeth Arena Date: 5-3-23

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.*