

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 <ul style="list-style-type: none"> 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: Spiritus Sanctus Academy

Principal: Sr. Mary David Klocek

Date of drill: 2-29-24 Number of students: 140 Number of staff: 22

Time initiated: 1:30 (a.m./p.m.) Time concluded: 1:32 (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: Two drills - all school evacuation
Second drill in Grades 5-8 (no exterior doors)

This report is for: _____ Fire drill number **1 2 3 4 5** for the 2023/2024 school year
 (circle number next to applicable drill)

_____ 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: Sr. Mary David Klocek

Title of person conducting drill: Sr. Mary David Klocek

Signature or person conducting drill: Principal ↓ Sr. Mary David Klocek Date: 2/29/2024

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.*