# 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<br>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.<br>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.<br>• 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: _W. C. Cameron Elementary School_

Principal: _Katee Inghram_

Date of drill: _4/6/23_  Number of students: _348_  Number of staff: _42_

Time initiated: _9:50_ (a.m.)/p.m.)  Time concluded: _9:52_ (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: _One parent on campus; SE students moved to new library location Successful._

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

Fire drill number  **1  2  3  4  5**  for the 2022/2023 school year

Tornado drill number  **1  ②**  for the 2022/2023 school year

Safety/Security drill number  **1  2  3**  for the 2022/2023 school year

Name of person conducting drill: _Katee Inghram_

Title of person conducting drill: _ES Principal_

Signature or person conducting drill: _Katee Inghram_  Date: _4/6/23_

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.*