

## 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"> <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: Whiteford Elementary School

Principal: Marcy Anderson

Date of drill: 5-14-24 Number of students: 370 Number of staff: 35

Time initiated: 2:30 (a.m./p.m.) Time concluded: 2:34 (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:  
 (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: Marcy Anderson

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 5-14-24

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: Monroe County Sheriff's Office Name: Brandon Benes Title: Deputy (SRO)

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.*