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: _Ewen - Trout Creek School_

Principal: _Patti Witt_

Date of drill: _10/21/22_　　Number of students: _163_　Number of staff: _26_

Time initiated: _10:32 AM_ (a.m./p.m.)　Time concluded: _10:39_　(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: _____

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: _Dave Radovich_

Title of person conducting drill: _Superintendent_

Signature or person conducting drill: _D. Rol_　　Date: _10-21-22_

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: _Ewen-Trout Creek_　Name: _Linda Pottala_　Title: _Maintenance_

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.