

School Drill Documentation

Type of Drill	Number/Schedule
Safety/Security	

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: J. Philip Principal: Katie Reed
Date of drill: 9/18 Number of students: 105 Number of Staff: 11
Time initiated: 10:32 ☒ a.m. ☐ p.m. Time concluded 10:34 ☒ a.m. ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			

Remarks:

This report is for:
(check box next to applicable drill)

Fire drill number ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 for the 24/25 school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Katie Reed

Title of person conducting drill: Principal

Signature or person conducting drill: Katie Reed Date: 9-18-25

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.