## **School Drill Documentation**

Type of Drill	Number/Schedule 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: Waalkes		Principal: Matt_Milanowski			
Date of drill: 7/28/2025		Number of students: 75		Num	ber of Staff: 14
Time initiated: 10:30		Time concluded 10:35		a.m <b>∏</b> p.m	
Situation at Start of the	Drill (Check the an	propriate hox)			
Situation at Start of the Drill (Check the applementation		· · · · · · · · · · · · · · · · · · ·	Passing time		Recess
Lunch time	Assembly	<del></del>	After school		Other:
Remarks:					
This report is for: (check box next to applicable drill)		Fire drill number 1 2 3 4 5 for the school year  Tornado drill number 1 2 for the school year  Safety/Security drill number 1 2 3 for the 2025-2026 school year			
Name of person conductin	g drill: Matt Milanov	vski			
Title of person conducting	drill: Principal				
Signature or person condu	cting drill:	W ML		Date:	8/4/2025
If the drill was coordinated agency, official's name, an		as law enforce	ment, fire department, o	or emergen	cy management, list the
Agency:		Name: _		1	Title:
Agency:		Name:		7	Title:
Agency:		Name: _		T	itle:

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.

## **School Drill Observation Tool**

Problems Encountered (Check all that apply)						
Problems Encountered (Check all that apply)  Congestion in hallways Alarm not heard Students unsure of proper procedures Staff unsure of proper procedures Use of personal technologies by students Use of personal technologies by staff Unable to lock doors Windows not covered Windows left open Doors left open Difficulties with evacuation of students or staff with disabilities Staff and adults unaccounted for	Radio communication problems Network/computer problems Weather-related problems Noise impedes communications Students not out of sight (safety/security drill) Long time to evacuate building Frightened students (safety/security drill) Improper or unavailable supplies Confusion Doors or exits blocked Transportation issues Interagency communication issues Incident command problems					
Students unaccounted for Staff not serious about drill Students not serious about drill Weather Conditions	Other:					
☑ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind	☐Windy ☐Snow/Sleet ☑Hot (above 80 degrees) ☐Cold (10 to 40 degrees)					
Plans for Improvement						
☐ Additional staff training ☐ Additional student training ☐ Address need for additional equipment ☐ Improved emergency supplies	Cooperative planning with responders Revised emergency procedures Improved communication Other:					
Additional Comments						