agency, official's name, and title.

Agency:

Agency:

## **School Drill Documentation**

Fire   Five drills – Three must be completed by December 1   Tornado   Two drills – One must be completed in March	Type of Drill	Number/Schedule						
Safety/Security   Three drills — One must be completed prior to December 1 and one after January 1	Fire	Five drills – Three must be completed by December 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: Holy Ghost Lutheran School Principal: Jayne Diroff  Date of drill: 3/20/2025 Number of students: 54 (K-8) 8 (PreK) Number of Staff: 9  Time initiated: 2:35 a.m p.m. Time concluded 2:37.01 a.m p.m.  Situation at Start of the Drill (Check the appropriate box) Recess After school Other:  Before school During class time Passing time Recess Other:  Lunch time Assembly After school Other:  Remarks:  This report is for: Fire drill number 1 2 for the 2024-2025 school year Safety/Security drill number 1 2 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 2 3 for the 2024-2025 school year Safety/Security drill number 1 3 for the 2024-2025 school year Safety/Security drill number 1 3 for the 2024-2025 school year Safety/Security drill number 1 4 for t		Two drills – One must be completed in March						
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(check box next to applicable drill)  Tornado drill number 1 2 for the 2024-2025 school year  Safety/Security drill number 1 2 3 for the 2024-2025 school year  Name of person conducting drill: Jayne Diroff	Remarks:							
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			Safety/Security drill number 1 12 13 for the 2024-2025 school year					
Title of person conducting drill: Principal	Name of person co	onducting drill: Jayne Diroff						
Title of person conducting drill: Principal								
Title of person conducting drift: Principal	Title of names on	duation delli. Delegatori						
	riue oi person con	ducting unit. Principal						
Signature or person conducting drill:								

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.

Name:

Name:

Title:

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the

## **School Drill Observation Form**

		Control of the Contro
Congestion in hallways		Radio communication problems
Alarm not heard		Network/computer problems
		Weather-related problems
The state of the s		Noise impedes communications
· · · · · · · · · · · · · · · · · · ·		Students not out of sight (safety/security drill)
· • • • • • • • • • • • • • • • • • • •		Long time to evacuate building
Unable to lock doors		Students not serious about drill
Windows not covered		Frightened students (safety/security drill)
Windows left open		Improper or unavailable supplies
•		Confusion
Difficulties with evacuation of students or staff		Doors or exits blocked
with disabilities		Transportation issues
Staff and adults unaccounted for		Interagency communication issues
Staff not serious about drill		Incident command problems
Students unaccounted for		Other:
ner Conditions		
Clear		Windy
•		Snow/sleet
		Hot (above 80 degrees)
Rain and wind	ð€	Cold (40 to 10 degrees)
or Improvement		
Additional staff training		Cooperative planning with responders
Additional student training		Revised emergency procedures
Address need for additional equipment		Improved communication
Improved emergency supplies		Other:
	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 Staff not serious about drill Students unaccounted for  Clear Cloudy Raining Rain and wind  or Improvement  Additional staff training Additional student training	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  Staff not serious about drill  Students unaccounted for  Der Conditions  Clear  Cloudy  Raining  Rain and wind  Additional staff training  Additional student training