

## School Drill Documentation

| 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: Holy Ghost Lutheran School Principal: Tammy Castiglione

Date of drill: March 10, 2026 Number of students: Prek - 15; K-8 - 36 Number of Staff: 14

Time initiated: 9:32.00  a.m.  p.m. Time concluded 9:33.04  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: (check box next to applicable drill) Fire drill number  1  2  3  4  5 for the 2025-2026 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: Karen Paoletti & Ben Majewski

Title of person conducting drill: Secretary & Teacher

Signature or person conducting drill: K. Paoletti Ben Majewski Date: 3/10/2026

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.*

## School Drill Observation Form

### Problems Encountered (Check all that apply)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Congestion in hallways</li> <li><input type="checkbox"/> Alarm not heard</li> <li><input type="checkbox"/> Students unsure of proper procedures</li> <li><input type="checkbox"/> Staff unsure of proper procedures</li> <li><input type="checkbox"/> Use of personal technologies by students</li> <li><input type="checkbox"/> Use of personal technologies by staff</li> <li><input type="checkbox"/> Unable to lock doors</li> <li><input type="checkbox"/> Windows not covered</li> <li><input type="checkbox"/> Windows left open</li> <li><input type="checkbox"/> Doors left open</li> <li><input type="checkbox"/> Difficulties with evacuation of students or staff with disabilities</li> <li><input type="checkbox"/> Staff and adults unaccounted for</li> <li><input type="checkbox"/> Staff not serious about drill</li> <li><input type="checkbox"/> Students unaccounted for</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Radio communication problems</li> <li><input type="checkbox"/> Network/computer problems</li> <li><input type="checkbox"/> Weather-related problems</li> <li><input type="checkbox"/> Noise impedes communications</li> <li><input type="checkbox"/> Students not out of sight (safety/security drill)</li> <li><input type="checkbox"/> Long time to evacuate building</li> <li><input type="checkbox"/> Students not serious about drill</li> <li><input type="checkbox"/> Frightened students (safety/security drill)</li> <li><input type="checkbox"/> Improper or unavailable supplies</li> <li><input type="checkbox"/> Confusion</li> <li><input type="checkbox"/> Doors or exits blocked</li> <li><input type="checkbox"/> Transportation issues</li> <li><input type="checkbox"/> Interagency communication issues</li> <li><input type="checkbox"/> Incident command problems</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|--|---|

### Weather Conditions

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear</li> <li><input checked="" type="checkbox"/> Cloudy</li> <li><input type="checkbox"/> Raining</li> <li><input type="checkbox"/> Rain and wind</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Windy</li> <li><input type="checkbox"/> Snow/sleet</li> <li><input type="checkbox"/> Hot (above 80 degrees)</li> <li><input type="checkbox"/> Cold (40 to 10 degrees)</li> </ul> |
|--|--|

### Plans for Improvement

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional staff training</li> <li><input type="checkbox"/> Additional student training</li> <li><input type="checkbox"/> Address need for additional equipment</li> <li><input type="checkbox"/> Improved emergency supplies</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperative planning with responders</li> <li><input type="checkbox"/> Revised emergency procedures</li> <li><input type="checkbox"/> Improved communication</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|--|--|

### Additional Comments