

## 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: Whiteford Elementary School Principal: Samuel Marsh

Date of drill: 5-1-25 Number of students: 380 Number of Staff: 40

Time initiated: 2:30 ☐ a.m. ☒ p.m. Time concluded 2:37 ☐ 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: Accidental Alarm pull, Full evacuation, Building cleared.

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: Samuel Marsh

Title of person conducting drill: Principal

Signature of person conducting drill:  Date: 5-1-25

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: Monroe County Sheriff's Department Name: Brandon Benes Title: Deputy / SRO

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.*