

School Drill Documentation Form

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 • One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. <ul style="list-style-type: none"> • 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: **Trix Academy**

Principal: **Mrs. Kionna Williams**

Date of drill: 5-22-2024 Number of students: 215 Number of staff: 30

Time initiated: 2:03 (a.m./p.m.) Time concluded: 2:06 (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: Fire drill number **1 2 3 4 5** for the 2022/2023 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2023/2024 school year

Safety/Security drill number **1 2 3** for the 2023/2024 school year

Name of person conducting drill: **Sheilene Smith**

Title of person conducting drill: **Operations Manager**

Signature or person conducting drill: *Sheilene Smith* Date: 5-22-2024

Fire, Tornado, and Shelter-in-Place Drill Report Form

Trix Academy

School Name: _____

School Administrator Signature: Sheilene Smith

Academic Year 2023 - 2024

*****MCI 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1), 2 tornado drills (1 in March), 3 shelter-in-place drills (1 by Dec. 1, 1 after Jan. 1, 1 your choice). One drill must be during lunch, recess, or another time when students are gathered outside of the classroom.*****

FIRE (5 total):

3 Fire Drills Before December 1:

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 5	8/30	10 am	Sheilene Smith	Sheilene Smith	3 minutes : 40 Sec
2 of 5	9/13	10 am	Sheilene Smith	Sheilene Smith	2 minutes : 50 Sec
3 of 5	11/15	12:20 pm	Sheilene Smith	Sheilene Smith	4 minutes : 50 Sec

2 Fire Drills after December 1:

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
4 of 5	5-22-2024	9:03	Sheilene Smith	Sheilene Smith	3 minutes : 30 sec
5 of 5	5-15-2024	1:34 pm	Sheilene Smith	Sheilene Smith	3:16 sec. mins.

TORNADO (2 total):

1 Tornado Drill in March:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 2	3/6	10:00am	Sheilene Smith	Sheilene Smith	2 minutes 36sec.

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2					

SHELTER-IN-PLACE (3 total):

1 Shelter-in-Place by December 1:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
1 of 3	9/20	1:30 pm	Sheilene Smith	Sheilene Smith	Intruder Drill

1 Shelter-in-Place after January 1:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
2 of 3	2/1/2024	1:50	Sheilene Smith	Sheilene Smith	Intruder Drill

1 Additional Shelter-in-Place:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
3 of 3	10/18	10 am	Sheilene Smith	Sheilene Smith	Shelter In Place Drill

4 of 4 3/13/2024 1pm Sheilene Smith Sheilene Smith Intruder Drill

Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside of the classroom?

Drill Type (Fire, Tornado, Shelter)	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Lunch, Recess, other? Please specify
Fire Drill	11/15	12:20 pm	Sheilene Smith	Sheilene Smith	Lunch