

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. • 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: **Elizabeth VanHoesen**

Date of drill: **September 12** Number of students: **255**

Number of staff: **35** Time initiated: **10AM**

(a.m./p.m.) Time concluded: **10:02.45** (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: Fire drill number **1 2 3 4 5** for the 2024/2025 school year (circle number 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: **Sheilene Smith**

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

Signature or person conducting drill: Sheilene Smith Date: **9-12-2024**