

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: November 12, **2025** Number of students: 265 Number of staff: **30** Time initiated: **1:53pm**

(a.m./p.m.) Time concluded: **1:55** (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 2025/2026 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2025/2026 school year

Safety/Security drill number **1 2 3** for the 2025/2026 school year

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

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

Signature or person conducting drill: _____ *Sheilene Smith* _____ Date: **11-07-2025**

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School: **Trix Academy**

Principal: **Elizabeth VanHoesen**

Date of drill: November 12, **2025** Number of students: 265 Number of staff: **30** Time initiated: **1:55pm**

(a.m./p.m.) Time concluded: **1:57**(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 2025/2026 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2025/2026 school year

Safety/Security drill number **1 2 3** for the 2025/2026 school year

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

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

Signature or person conducting drill: Sheilene Smith Date: **11-12-2025**