

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> 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: Toboy Elementary

Principal: Mike Barwegen

Date of drill: 9/22/22 Number of students: 371 Number of staff: 40

Time initiated: 10:09 (a.m./p.m.) Time concluded: 10:12 (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: Excellent first drill

This report is for:
 (circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 12 3 for the 2022/2023 school year

Name of person conducting drill: Mike Barwegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9-22-22

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.*

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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: Tobey Elementary

Principal: Mike Barnwegen

Date of drill: 9/26/22 Number of students: 371 Number of staff: 40

Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:05 (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:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **12 3** for the 2022/2023 school year

Name of person conducting drill: Mike Barnwegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9-26-22

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: _____

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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: Tobey Elementary

Principal: Mike Barwigen

Date of drill: 9/29/22 Number of students: 371 Number of staff: 40

Time initiated: 10:07 (a.m./p.m.) Time concluded: 10:11 (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 2022/2023 school year

Safety/Security drill number **12 3** for the 2022/2023 school year

Name of person conducting drill: Mike Barwigen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9/29/22

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: _____

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<i>Fire</i>	Five – Three drills must be completed by December 1
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<i>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.</i>	

School: Tobey Elementary

Principal: Mike Barnegen

Date of drill: 10/13/22 Number of students: 371 Number of staff: 40

Time initiated: 12:20 (a.m./(p.m.)) Time concluded: _____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

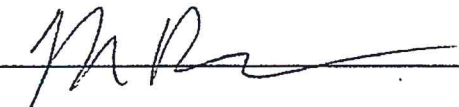
This report is for: _____ Fire drill number 1 (2) 3 4 5 for the 2022/2023 school year
(circle number next to applicable drill)

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 12 3 for the 2022/2023 school year

Name of person conducting drill: Mike Barnegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10-13-22

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: _____

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<i>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.</i>	

School: Tobey Elementary

Principal: Mike Barweger

Date of drill: 11/7/22 Number of students: 3109 Number of staff: 40

Time initiated: 1:31 (a.m./p.m.) Time concluded: 1:34 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

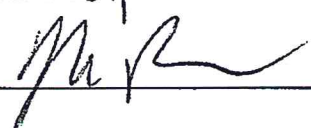
This report is for: _____ Fire drill number 1 2 (3) 4 5 for the 2022/2023 school year
(circle number next to applicable drill)

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Mike Barweger

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 11/7/2022

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: _____

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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: Tobey Elementary

Principal: Mike Barwegen

Date of drill: 2/21/23 Number of students: 368 Number of staff: 40

Time initiated: 12:37 (a.m./p.m.) Time concluded: 12:39 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number **1** 2 3 4 5 for the 2022/2023 school year

Tornado drill number **1** 2 for the 2022/2023 school year

Safety/Security drill number **1** 2 3 for the 2022/2023 school year

Name of person conducting drill: Mike Barwegen

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 2/21/23

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: _____

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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: Tobey Elementary

Principal: Michael Barnwegen

Date of drill: 4/4/23 Number of students: 368 Number of staff: 50

Time initiated: 10:15 (a.m./p.m.) Time concluded: 10:20 (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:
 (circle number next to applicable drill)

Fire drill number 1 2 3 **4** 5 for the 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 12 3 for the 2022/2023 school year

Name of person conducting drill: Michael Barnwegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 4-4-23

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: _____

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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: Tobey Elementary

Principal: Mike Barnwegen

Date of drill: 4/11/23 Number of students: 367 Number of staff: 50

Time initiated: 2:41 (a.m./p.m.) Time concluded: 2:45 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input checked="" 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 2022/2023 school year
 Safety/Security drill number **12 3** for the 2022/2023 school year

Name of person conducting drill: Mike Barnwegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 4/11/23

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: _____

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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: Tobey Elementary

Principal: Mike Barwegen

Date of drill: 4/20/23 Number of students: 368 Number of staff: 50

Time initiated: 3:04 (a.m./p.m.) p.m. Time concluded: 3:06 (a.m./p.m.) p.m.

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input 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 checked="" type="checkbox"/> Other:

Remarks: End of day

This report is for:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **12** **3** for the 2022/2023 school year

Name of person conducting drill: Mike Barwegen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 4/20/23

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: _____

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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: Toby Elementary
 Principal: Michael Barwegen
 Date of drill: 5/24/23 Number of students: 3167 Number of staff: 50
 Time initiated: 3:01 (a.m./p.m.) Time concluded: 3:06 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input 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 checked="" type="checkbox"/> Other:

Remarks: Dismissal

This report is for:
 (circle number next to applicable drill)

Fire drill number 1 2 3 4 **5** for the 2022/2023 school year
 Tornado drill number 1 2 for the 2022/2023 school year
 Safety/Security drill number 12 3 for the 2022/2023 school year

Name of person conducting drill: Michael Barwegen
 Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 5-24-23

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.*