

## 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"> <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: Sunset Lake

Principal: Amie McCaw

Date of drill: 9-15-22 Number of students: 485 Number of staff: 65

Time initiated: 10:00 AM (a.m./p.m.) Time concluded: 10:02 AM (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 checked="" 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: All students and staff followed procedures. We will follow up w/ sub plans. We reported 2 fire doors that did not close.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9-15-22

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: Sunset Lake

Principal: Amie McCaw

Date of drill: 9-20-22 Number of students: 487 Number of staff: 65

Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:04 (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 **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9-20-22

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: Sunset Lake

Principal: Amie McCaw

Date of drill: 9-27-22 Number of students: 501 Number of staff: 65  
(w/GSRP)

Time initiated: 2:30 (a.m./p.m.) Time concluded: 2:32 (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: Staff and students did a great job getting out quick & quiet. All fire doors worked this time.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: *Amie McCaw* Date: 9-27-22

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: \_\_\_\_\_  
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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: SUNSET LAKE ELEMENTARY

Principal: AMIE McCAW

Date of drill: 10.12.22 Number of students: 487 Number of staff: 07

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:32 (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: We identified 3 fire doors that did not shut and reported to maintenance.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 10-12-22

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: \_\_\_\_\_

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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: Sunset Lake

Principal: Amie McCaw

Date of drill: 10/20/22 Number of students: 487 + 16 GSRP Number of staff: \_\_\_\_\_

Time initiated: ~~2:31~~ 2:31 (a.m./p.m.) Time concluded: 2:34 (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: Check on kitchen storage location.  
Students and staff did a nice job.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 10-20-22

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: SUNSET LAKE ELEMENTARY

Principal: AMIE McCaw

Date of drill: 10.26.22 Number of students: 487 Number of staff: 67

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:33 (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 **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: \_\_\_\_\_ Date: \_\_\_\_\_

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: Sunset Lake Elem.

Principal: Amie McCaw

Date of drill: 3/8/23 Number of students: 510 Number of staff: 70

Time initiated: 9:15 (a.m./p.m.) Time concluded: 9:18 (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: Students and staff did an excellent job during the 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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 3/8/23

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: Sunset Lake Elem.

Principal: Amie McCaw

Date of drill: 3/15/23 Number of students: 510 Number of staff: 70

Time initiated: 1:30 (a.m./p.m.) Time concluded: 1:33 (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 checked="" 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: Students + staff did a great job. "Sweeping" of 2 students to safe place during 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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: (Amie McCaw) Date: 3-15-23

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: Sunset Lake Elem

Principal: Amie McCaw

Date of drill: 4-19-23 Number of students: 514 Number of staff: 70

Time initiated: 10:50 (a.m./p.m.) Time concluded: 10:53 (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 checked="" type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Will work on playground - recess map and share w/ staff

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 4/19/23

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: Senset Lake

Principal: Amie McCaw

Date of drill: 5/8/23 Number of students: 498+16 Number of staff: 69

Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:02 (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 checked="" 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: Quick + quiet  
all fire doors worked

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: \_\_\_\_\_

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: \_\_\_\_\_

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