

## 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: Whitethall - Early Elementary

Principal: Ron Bailey

Date of drill: 3-5-2024 Number of students: 409 Number of staff: 51

Time initiated: 2:31 (a.m./ p.m.) Time concluded: 2:33 (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: All students were in appropriate locations and quiet.

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

Fire drill number 1 2 3 4 5 for the 2023/2024 school year

Tornado drill number 1  for the 2023/2024 school year

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

Name of person conducting drill: Ronald Bailey

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3-5-2024

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.

# School Drill Documentation Form

3/5

Type of Drill	Number/Schedule
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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: Whitehall Middle School

Principal: Craig Thompson

Date of drill: 3/5/24 Number of students: 406 Number of staff: 42

Time initiated: 2:25 (a.m./p.m.) Time concluded: 2:28 (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 2023/2024 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: Craig Thompson

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 3/5/24

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: Whitehall High School  
Principal: Brett Westerlund  
Date of drill: 3/19/24 Number of students: 626 Number of staff: 53  
Time initiated: 12:55 (a.m./p.m.) Time concluded: 12:58 (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 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Brett Westerlund  
Title of person conducting drill: Principal  
Signature or person conducting drill: Brett Westerlund Date: 3/19/24

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: EPS 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: Whitehall Middle School

Principal: Craig Thompson

Date of drill: 3/20/24 Number of students: 405 Number of staff: 42

Time initiated: 1:08 (a.m./**p.m.**) Time concluded: 1:11 (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:  
(circle number next to applicable drill)

Fire drill number **1** **2** **3** **4** **5** for the 2023/2024 school year

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: Craig Thompson

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3/20/24

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.  
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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: WHITE LAKE COMMUNITY CENTER

Principal: TOM MOORE

Date of drill: 3/20/24 Number of students: 64 Number of staff: 16

Time initiated: 1:00 (a.m./**p.m.**) Time concluded: 1:10 (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 2021/2022 school year  
 (circle number next to applicable drill)  
 Tornado drill number **1 2** for the 2021/2022 school year  
 Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: TOM MOORE

Title of person conducting drill: DIRECTOR OF COMMUNITY EDUCATION

Signature or person conducting drill: [Signature] Date: 3/20/24

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: Shoreline Elementary

Principal: Beth Whaley

Date of drill: 3/20/24 Number of students: 399 Number of staff: 58

Time initiated: 1:35 (a.m./p.m.) Time concluded: 1:37:10 (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 type="checkbox"/> Other:

Remarks: \_\_\_\_\_

This report is for: \_\_\_\_\_ Fire drill number **1 2 3 4 5** for the 2023/2024 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: Beth Whaley

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 3/20/24

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: Whitehall High School

Principal: Brett Westerlund

Date of drill: 3/26/24 Number of students: 622 Number of staff: 53

Time initiated: 12:52 (a.m./p.m.) Time concluded: 12:55 (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: Brett Westerlund

Title of person conducting drill: Principal

Signature or person conducting drill: *Brett Westerlund* Date: 3/26/24

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: Whitehall - Early Elementary  
Principal: Ron Bailey  
Date of drill: 3-27-2024 Number of students: 392 Number of staff: 47  
Time initiated: 2:36 (a.m./ p.m.) Time concluded: 2:39 (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 type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: 4 doors open - All students & staff exited building safely

This report is for: Fire drill number 1 2 3 4  5 for the 2023/2024 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: Ronald Bailey  
Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3-27-2024

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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