

## 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 <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: Oxford Bridges High School

Principal: Aletha VanLoozen

Date of drill: 10/17/2023 Number of students: 31 Number of staff: 6

Time initiated: 2:00pm (a.m./p.m.) Time concluded: 2:30m (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: During the first safety drill we review all parts of ALICE including students using night lock  
During the second safety drill we find out who needs to learn how to work nightlock and discuss scenerios, evacuati

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 X 3** for the 2023/ 2024 school year

Name of person conducting drill: Aletha VanLoozen

Title of person conducting drill: Principal

Signature or person conducting drill: \_\_\_\_\_ Date: 10/17/23

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*