

## School Drill Documentation Form

<b>Type of Drill</b>	<b>Fire</b>
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. <ul style="list-style-type: none"> <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: 10/13/23 Fire \_\_\_\_\_ Number of students: 38 Number of staff: 5  
 Time initiated: 1:50pm (a.m./p.m.) Time concluded: 2:05pm (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 X** 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: \_\_Aletha VanLoozen

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/15/28

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.*