

## 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: Annice McCaw  
 Date of drill: 9-7-23 Number of students: 475 Number of staff: 64  
 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: \_\_\_\_\_

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: Annice McCaw  
 Title of person conducting drill: Principal

Signature or person conducting drill: Annice McCaw Date: 9/7/23

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.*

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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: 9-15-23 Number of students: 474 Number of staff: 65  
 Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:02 (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 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: Fire door in 400 hallway by cafeteria did not shut.

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: Amie McCaw  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: [Signature] Date: 9-15-23

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  
 Principal: Amie McCaw  
 Date of drill: 9-26-23 Number of students: 473 Number of staff: 65  
 Time initiated: 9:15 (a.m./p.m.) Time concluded: 9:19 (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: \* Stay in place scenario w/ person in the area. Tested Night-lock & secure doors.

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: Amie McCaw  
 Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9/26/23

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  
 Principal: Amie McCaw  
 Date of drill: 10-11-23 Number of students: 473 (+16 GSRP) Number of staff: 69  
 Time initiated: 1:45 (a.m./p.m.) Time concluded: 1:47 (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 fire doors worked students were quick & 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 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: Amie McCaw  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: Amie McCaw Date: 10/11/23

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: Sunset Lake

Principal: Amie McCaw

Date of drill: 10/25/23 Number of students: 470 + 16 GSRP Number of staff: 64

Time initiated: 2:30 (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: \_\_\_\_\_

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: Amanda Lewis

Title of person conducting drill: Student Services Coordinator

Signature or person conducting drill: Amanda Lewis Date: 10/25/23

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

Principal: Amie

Date of drill: 10-30-24 Number of students: 470 + 16 GSRP Number of staff: 64

Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:03 (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: Building was secure and the scenario was an uninvited guest in our 200 hallway.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 10/30/23

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 Elementary  
 Principal: Amie McCaw  
 Date of drill: 2/19/24 Number of students: 471 + 14 Pre-school Number of staff: 65  
 Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:32:40 (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: Well done - students were quiet and drill was seamless.

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: Amie McCaw  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: Amie McCaw Date: 2/19/24

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: \_\_\_\_\_ 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: 3-11-24 Number of students: 474 Number of staff: 65  
 Time initiated: 1:45 (a.m./p.m.) Time concluded: 1:48 (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: Practiced scenario of unwelcomed class entering from music room doors.

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: Amie McCaw  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: Amie McCaw Date: 3-11-24

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: Sunset Lake  
 Principal: Amie McCaw  
 Date of drill: 4-16-24 Number of students: 473 Number of staff: 65  
 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 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: Very quick & efficient.  
All doors worked.

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: Amie McCaw  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: Amie McCaw Date: 4/16/24

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: Sunset Lake

Principal: Amie McCaw

Date of drill: 4-22-24 Number of students: 473 Number of staff: 65

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: So was quick & quiet.  
2 Fire doors did not shut when we ran our drill.

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: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 4-22-24

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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