

## 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: Quincy High School & Quincy Middle School

Principal: Karen Wegner & Brandon Suever

Date of drill: Weds 10/11/23 Number of students: 409 & 398 Number of staff: 50 for both

Time initiated: 1:55pm (a.m./p.m.) Time concluded: 1:58pm (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 responded quickly and quietly.

2023/2024

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 \_\_\_\_\_ school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen Wegner & Brandon Suever

Title of person conducting drill: Principal, High School and Middle School

Signature or person conducting drill: Karen Wegner Brandon Suever 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: \_\_\_\_\_

*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.*