

## 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 • 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: **Trix Academy**

Principal: **Elizabeth VanHoesen**

Date of drill: **March 4, 2026** Number of students: **285** Number of staff: **32** Time initiated: **1:45 am**

(a.m./p.m.) Time concluded: **1:42 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:

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This report is for: Fire drill number **1 2 3 4 5** for the 2025/2026 school year (circle number next to applicable drill)

Tornado drill number **1 2** for the 2025/2026 school year

Safety/Security drill number **1 2 3** for the 2025/2026 school year

Name of person conducting drill: **Sheilene Smith** Title of person conducting drill: **Operations Manager**

Signature or person conducting drill: \_\_\_\_\_ *Sheilene Smith* \_\_\_\_\_ Date: **3-04-2026**