

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"> One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. One drill shall include security measures of a potentially dangerous individual on or near the school premises. Seek input from the administration of the school and local public safety on the nature of the drill.
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: UPA Middle School

Principal: Patricia Crosson

Date of drill: March 21, 2024 Number of students: 343 Number of staff: 35

Time initiated: 9:30 A.M (a.m./p.m.) Time concluded: 9:45 A.M (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: Jacqueline Smith

Title of person conducting drill: SOM

Signature or person conducting drill: Jacqueline Smith Date: 3/21/24

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: _____

*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: University Preparatory Academy Middle School

Principal: Patricia Crosson

Date of drill: 4/24/24 **Number of students:** 276 **Number of staff:** 39 **Time initiated:** 11:10 (a.m./p.m.) **Time concluded:**

11:15 (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 checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____ The building was evacuated in an orderly manner by both staff and students. Everyone was in their assigned areas, staff members had their counts clearly visible, and the entire transition occurred smoothly and swiftly."

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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: Jacquelines Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: 4/24/24

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: N/A _____ 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: University Preparatory Academy Middle School - Nanette Gill Campus

Principal:

___ Patricia Crosson (Interim Principal)

Date of drill: ___ 5/17/24 ___ **Number of students:** ___ 341 ___ **Number of staff:**

___ 32 ___ **Time initiated:** ___ 2:00 p.m. ___ (a.m./p.m.) **Time concluded:** ___ 2:15

p.m. ___ (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: ___ The tornado drill proceeded in an organized and calm manner.

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: Jacqueline Smith Title of person conducting drill: School Operations Manager

Signature or person conducting drill: Jacqueline R. Smith Date: 05/17/24

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: N/A 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: University Preparatory Academy Middle School

Principal: Patricia Crosson

Date of drill: 6/5/24 **Number of students:** 291 **Number of staff:** 35 **Time initiated:** 1:00(a.m./p.m.) **Time concluded:**

1:05 (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 doors were locked, lights were off and staff and students were out of sight.

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This report is for: Fire Drill **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: Jacquelines Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: 6/4/24

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: N/A _____ 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: University Preparatory Academy Middle School

Principal: Patricia Crosson

Date of drill: 6/7/24 **Number of students:** 282 **Number of staff:** 33 **Time initiated:** 1:10(a.m./p.m.) **Time concluded:**

1:14 (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 were safely stationed in their classrooms with doors and windows locked until an all clear of hazardous materials was announced.

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: Kyla Byas

Title of person conducting drill: Interim Assistant Principal

Signature or person conducting drill: *Kyla Byas* Date: 6/7/24

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: N/A _____ 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: University Preparatory Academy Middle School

Principal: Patricia Crosson

Date of drill: 6/10/24 **Number of students:** 82 **Number of staff:** 22 **Time initiated:** 12:45(a.m./p.m.) **Time concluded:** 12:50 (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 and staff exited the building in a calm and orderly fashion. Everyone was accounted for and an all clear return was quickly announced.

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: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: 6/10/24

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: N/A _____ Name: _____ Title: _____
_____ Agency: _____ Name: _____
Title: _____ Agency: _____ Name: _____
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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: University Preparatory Academy Middle School

Principal: Melissa Lloyd

Date of drill: 9/27/23 **Number of students:** 338 **Number of staff:** 36 **Time initiated:** 9:00(a.m./p.m.) **Time concluded:** 9:06 (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: _____ Staff and Students exited the building in an orderly fashion.

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: Jacquelines Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline Smith* Date: 9/27/23

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: N/A _____ 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: UPA Middle School

Principal: Melissa Lloyd

Date of drill: 11/2/2023 _____ Number of students: _359_____ Number of staff: _40_____

Time initiated: _____ 9:30_____ (a.m./p.m.) Time concluded: _____ 9:36_____ (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: Both students and staff efficiently evacuated the premises in an orderly manner. Everyone was successfully accounted for, and the all-clear signal was given to indicate that it was safe and secure to return to the building.

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: Jacqueline Smith

Title of person conducting drill: School Operations Manager

Signature or person conducting drill: *Jacqueline R. Smith* Date: 11/2/23

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: N/A 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: __University Preparatory Academy

Principal:

__Jacqueline Smith (School Operations Manager)

Date of drill: __11/16/23__ **Number of students:** __330__ **Number of staff:**

__42__ **Time initiated:** __2:35pm__ (a.m./p.m.) **Time concluded:**

__2:42__ (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: _____ Students and staff exited the building in a safe and orderly fashion

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: Jacqueline Smith Title of person conducting drill: School Operations Manager

Signature or person conducting drill: Jacqueline Smith Date: 11/16/23

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: University Preparatory Academy Middle School - Nanette Gill Campus

Principal:

___ Patricia Crosson (Interim Principal)

Date of drill: ___ 11/30/23 ___ **Number of students:** ___ 345 ___ **Number of staff:** ___ 42 ___
Time initiated: ___ 2:15 p.m. ___ (a.m./p.m.) **Time concluded:** ___ 2:25 p.m. ___ (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: ___ Today's Safety/Security Drill included security measures as if a potentially dangerous individual was on or near the school premises. ___

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: Jacqueline Smith Title of person conducting drill: School Operations Manager

Signature or person conducting drill: Jacqueline R. Smith Date: 11/30/23

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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