

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: University Prep Art & Design MHS

Principal: Anton Horton

Date of drill: 03/19/2024 Number of students: 539 Number of staff: 65

Time initiated: 9:25 (a.m./p.m.) Time concluded: 9:37 (a.m./p.m.)
(everyone back in bldg's on floors)

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 cleared in 4 minutes. 9:37 was the last of staff re-entering main office, students & teachers were back on their respective floors.

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: Rachel C. Ward | Blair Humphreys

Title of person conducting drill: H.S.M.S. School Operations Managers

Signature or person conducting drill: R. Ward Date: 03/19/2024

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: Up prep Art & Design

Principal: Anton Horton

Date of drill: 04/17/2024 Number of students: 665 Number of staff: 60

Time initiated: 2:30 (a.m./p.m.) Time concluded: 2:41 (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 floors cleared at 2:34 pm, Everyone back in building by 2:41 pm

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: Blair Humphys / Rachel Ward (Orange)

Title of person conducting drill: School Operations Managers

Signature or person conducting drill: Blair Humphys / R. Ward Date: 04/17/2024

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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School: VPAD MS / HS

Principal: Anton Horton

Date of drill: 5/13/24 Number of students: 742 Number of staff: 58

Time initiated: 11:30 (a.m./p.m.) Time concluded: 11:35 (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 checked="" 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: Blair Humphreys

Title of person conducting drill: SO

Signature or person conducting drill: R. Ward / Blair Humphreys Date: 5/13/24

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: UPAD Middle/High

Principal: Anton Horton

Date of drill: 5/17/2024 Number of students: 742 Number of staff: 61

Time initiated: 10:30 (a.m./p.m.) Time concluded: 10:35 (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 checked="" 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: Blair Humphrys | R. Ward

Title of person conducting drill: John

Signature or person conducting drill: Blair Humphrys Date: 5/17/24

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: _____ Name: _____ Title: _____

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School: University Prep Art & Design

Principal: Anton Horton

Date of drill: 11/17/2023 Number of students: 553 Number of staff: 67

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:49 (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: Great exit time leaving the floors & stairwells. Need to work on arriving to exit stations/posts, Teachers staying & students and accounting time.

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: Rachel Ward

Title of person conducting drill: H.S. School Operations Manager

Signature or person conducting drill: R. Wend Date: 11/17/2023

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

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School: University Prep Art + Design m/H

Principal: Anton Horton

Date of drill: 4/26/24 Number of students: 774 Number of staff: 109

Time initiated: 2:30 (a.m./p.m.) Time concluded: 2:38 (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: B Humphrys / K Beard

Title of person conducting drill: Jan

Signature of person conducting drill: Becca Humphrys Date: 6/17/24

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: _____ Name: _____ Title: _____

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