# School Drill Documentation

| 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<br>• One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.<br>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.<br>• 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: Northeast Middle School Principal: Keith Seybert

Date of drill: 10/8/2026 Number of students: 800 Number of Staff: 53

Time initiated: 9:16 ☒ a.m ☐ p.m. Time concluded 9:25 ☒ a.m ☐ p.m.

| **Situation at Start of the Drill** (Check the appropriate box) | | | |
|---|---|---|---|
| ☐ Before school | ☒ During class time | ☐ Passing time | ☐ Recess |
| ☐ Lunch time | ☐ Assembly | ☐ After school | ☐ Other: |

Remarks:

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the 2026-2027 school year

Tornado drill number ☐1 ☐2 for the 2026-2027 school year

Safety/Security drill number ☐1 ☒2 ☐3 for the 2026-2027 school year

Name of person conducting drill: Kyle Woodruff

Title of person conducting drill: Assistant Principal

Signature or person conducting drill: Kyle Woodruff Date: 10/8/2026

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: Emergency Management Name: Jenifier Boyer Title: Coordinator

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.*