

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill 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. - 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: Sunset Lake

Principal: Amie McCaw

Date of drill: 9-4-25 Number of students: 450 Number of staff: 65

Time initiated: 2:30 (a.m./p.m.) Time concluded: 2:34:27 (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:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9-4-25

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.*

School Drill Documentation Form

T. Young
9-15-25
SCANNED

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill 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. - 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: Sunset Lake Elem.
Principal: Amie McCaw
Date of drill: 9/9/25 Number of students: 450 + 16 GSRP Number of staff: 65
Time initiated: 9:50 (a.m./p.m.) Time concluded: _____ (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:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Amanda Swan
Title of person conducting drill: School Counselor

Signature or person conducting drill: Amanda Swan Date: 9/9/25

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: Sunset Lake Elem.

Principal: Amie McCaw

Date of drill: 9-18-25 Number of students: 450 ^{+16 GSRP} Number of staff: 65

Time initiated: 3:00 (a.m./p.m.) Time concluded: 3:03 (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: Practiced all students & staff secure in building.

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9-19-25

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: Sunset Lake Hem.

Principal: Amie McCaw

Date of drill: 9-19-25 Number of students: 450 ^{+16 GSRP} Number of staff: 65

Time initiated: 10:35 (a.m./p.m.) Time concluded: 10:36 (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: Students did a great job w/ following expectations

This report is for:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Amie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Amie McCaw Date: 9-19-25

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: Sunset Lake

Principal: Armi McCaw

Date of drill: 10/21/25 Number of students: 454 ^{+16 GSRP} Number of staff: 65

Time initiated: 9:30 (a.m./p.m.) Time concluded: 9:33 (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:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number 1 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Amanda Lewis

Title of person conducting drill: Manda Lewis

Signature or person conducting drill: Amanda Lewis Date: 10/21/25

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: Sunset Lake

Principal: Ann Marie McCaw

Date of drill: 10/15/25 Number of students: 456 Number of staff: 65

Time initiated: 9:15 (a.m./p.m.) Time concluded: 9:18 (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:
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024/2025 school year

Tornado drill number (1) 2 for the 2024/2025 school year

Safety/Security drill number 1 2 3 for the 2024/2025 school year

Name of person conducting drill: Ann Marie McCaw

Title of person conducting drill: Principal

Signature or person conducting drill: Ann Marie McCaw Date: 10/16/25

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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The form must be maintained on the school website for at least three years.*