

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: Vicksburg High School

Principal: Adam Brush

Date of drill: 9/20/24 Number of students: 750 Number of staff: 80

Time initiated: 8:50am (a.m./p.m.) Time concluded: 8:55am (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)

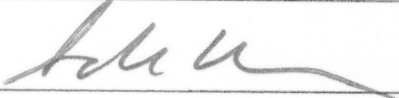
Fire drill number **1 2 3 4 5** for the 2024-25 school year

Tornado drill number **1 2** for the 2024-25 school year

Safety/Security drill number **(1) 2 3** for the 2024-25 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9/20/24

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: Vicksburg High School

Principal: Adam Brush

Date of drill: 9/27/24 Number of students: 750 Number of staff: 80

Time initiated: 9:18am (a.m./p.m.) Time concluded: 9:24am (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)

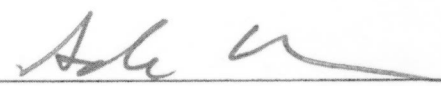
Fire drill number **1 2 3 4 5** for the 2024-25 school year

Tornado drill number **1 2** for the 2024-25 school year

Safety/Security drill number **1 2 3** for the 2024-25 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9/27/24

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: Vicksburg High School

Principal: Adam Brush

Date of drill: 10/28/24 Number of students: 750 Number of staff: 80

Time initiated: 9:18am (a.m./p.m.) Time concluded: 9:22am (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)

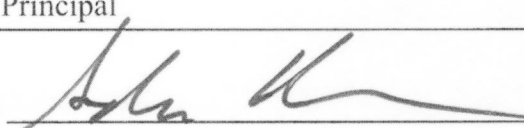
Fire drill number **1 2 3 4 5** for the 2024-25 school year

Tornado drill number **1 2** for the 2024-25 school year

Safety/Security drill number **1 2 3** for the 2024-25 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/28/24

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: Vicksburg High School

Principal: Adam Brush

Date of drill: 10/30/24 Number of students: 750 Number of staff: 80

Time initiated: 11:05am (a.m./p.m.) Time concluded: 11:11am (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)

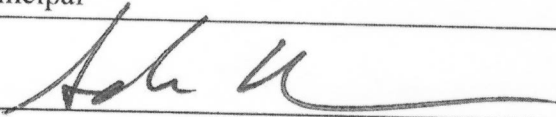
Fire drill number **1 2 3 4 5** for the 2024-25 school year

Tornado drill number **1 2** for the 2024-25 school year

Safety/Security drill number **1 2 3** for the 2024-25 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/30/24

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: Vicksburg High School Principal: Adam Brush

Date of drill: 12/6/24 Number of students: 750 Number of Staff: 80

Time initiated: 11:32 ☒ a.m. ☐ p.m. Time concluded 11:35am ☒ 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)

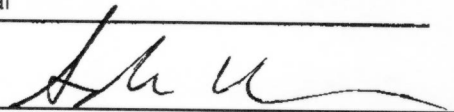
Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

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

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 12/6/24

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: Vicksburg High School Principal: Adam Brush

Date of drill: 12/11/24 Number of students: 750 Number of Staff: 80

Time initiated: 1:32pm ☐ a.m. ☒ p.m. Time concluded 1:35pm ☐ a.m. ☒ p.m.

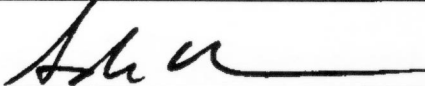
Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill)
Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ school year
Tornado drill number ☒ 1 ☐ 2 for the 2024-2025 school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 12/11/24

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: Vicksburg High School Principal: Adam Brush

Date of drill: 2/21/25 Number of students: 750 Number of Staff: 80

Time initiated: 8:20 ☒ a.m. ☐ p.m. Time concluded 8:25am ☒ a.m. ☐ p.m.

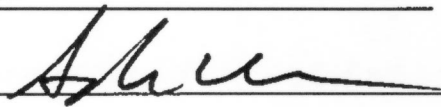
Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill) Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
Tornado drill number ☐1 ☐2 for the _____ school year
Safety/Security drill number ☐1 ☐2 ☒3 for the 2024-2025 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3/5/25

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: Vicksburg High School Principal: Adam Brush

Date of drill: 3/14/25 Number of students: 750 Number of Staff: 80

Time initiated: 11:47 ☒ a.m. ☐ p.m. Time concluded 11:52 ☒ 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)

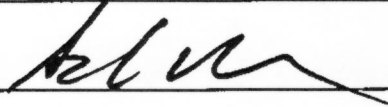
Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year

Tornado drill number ☐1 ☒2 for the 2024-2025 school year

Safety/Security drill number ☐1 ☒2 ☐3 for the _____ school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3/14/25

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: Vicksburg High School Principal: Adam Brush

Date of drill: 4/18/25 Number of students: 750 Number of Staff: 80

Time initiated: 8:22 ☒ a.m. ☐ p.m. Time concluded 8:26 ☒ a.m. ☐ p.m.

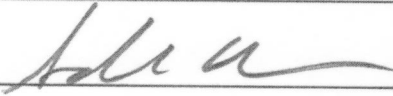
Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill) Fire drill number ☐1 ☐2 ☐3 ☒4 ☐5 for the _____ school year
Tornado drill number ☐1 ☐2 for the _____ school year
Safety/Security drill number ☐1 ☐2 ☐3 for the 2024-2025 school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 4/18/25

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: Vicksburg High School Principal: Adam Brush

Date of drill: 5/7/25 Number of students: 750 Number of Staff: 80

Time initiated: 10:11 ☒ a.m. ☐ p.m. Time concluded 10:17 ☒ 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)

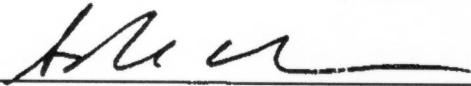
Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 for the 2024-25 school year

Tornado drill number ☐ 1 ☐ 2 for the _____ school year

Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Adam Brush

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 5/7/25

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.
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