

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Sept 8, 2022 Number of students: 148 Number of staff: 15

Time initiated: 9:07 a.m. (a.m./p.m.) Time concluded: 9:10 (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: 1st time using new fire alarm system. Everything went well.

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

Fire drill number 1 2 3 4 5 for the 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Prinapal

Signature or person conducting drill: Karen A Friebe Date: 9-9-2022

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: Veterans Alarm Name: (?Brandon?) Title: Office Admin.

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Sept. 16, 2022 Number of students: 136 Number of staff: 16

Time initiated: ~~9:05~~ 9:05 (a.m./p.m.) Time concluded: 9:20 (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 was a level 2 drill - in classrooms

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

Fire drill number **1** **2** **3** **4** **5** for the 2022/2023 school year

Tornado drill number **1** **2** for the 2022/2023 school year

Safety/Security drill number **(1)** **2** **3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen A. Friebe Date: 9-16-22

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Oct. 5, 2022 Number of students: 140 Number of staff: 13

Time initiated: 2:25 (a.m./p.m.) Time concluded: 2:28 (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 checked="" type="checkbox"/> Passing time	<input checked="" type="checkbox"/> Recess <u>Pre K</u>
<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 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: *Karen S. Friebe* Date: 10/5/22

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: Veteran's Alarm Name: — Title: Receptionist

Agency: Monitor Fire Dept Name: — Title: Cheif

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: October 13, 2022 Number of students: 139 Number of staff: 14

Time initiated: 11:36 (a.m./p.m.) Time concluded: 11:40 (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 checked="" type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input checked="" type="checkbox"/> Other: <u>MS outside for Science</u>

Remarks: busy time with lunch, recess, specials & outdoor science class

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

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **(1) 2** for the 2022/2023 school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 10/13/22

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Jan 27, 2023 Number of students: 132 Number of staff: 16

Time initiated: 10:15 (a.m./p.m.) Time concluded: 10:19 (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: * level 1 - school wide secure mode

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

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 1-30-23

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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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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Feb. 2, 2023 Number of students: 138 Number of staff: 15

Time initiated: 1:45 (a.m./p.m.) Time concluded: 1:49 (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: _____ Fire drill number **1 2 3** 4 **5** for the 2022/2023 school year
(circle number next to applicable drill)

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 2-2-23

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: _____ 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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: March 22, 2023 Number of students: 139 Number of staff: 14

Time initiated: 8:55 (a.m./p.m.) Time concluded: 9:04 (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: _____ Fire drill number **1 2 3 4 5** for the 2022/2023 school year
 (circle number next to applicable drill)

Tornado drill number **1** **(2)** for the 2022/2023 school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Prinapal

Signature or person conducting drill: Karen Friebe Date: 3-28-23

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: April 13, 2023 Number of students: 140 Number of staff: 12

Time initiated: 9:00 (a.m./p.m.) Time concluded: 9:03 (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 2022/2023 school year

Tornado drill number 1 2 for the 2022/2023 school year

Safety/Security drill number 1 2 3 for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 4-14-23

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: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: May 11, 2023 Number of students: 143 Number of staff: 13

Time initiated: 8:08 (a.m./p.m.) Time concluded: 8:12 (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: Announced only over walkie-talkie - be sure to do PHONE PA with WALKIE-TALKIE

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

Fire drill number **1 2 3 4 5** for the 2022/2023 school year

Tornado drill number **1 2** for the 2022/2023 school year

Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Karen S. Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen S Friebe Date: 5-23-23

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: Veteran's Alarm Name: [unclear] Title: receptionist

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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School: Trinity Lutheran - Monitor

Principal: Karen S. Friebe

Date of drill: Dec. 2, 2022 Number of students: 138 Number of staff: 12

Time initiated: 10:18 a.m. (a.m./p.m.) Time concluded: 10:25 all returned to classrooms (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: _____ Fire drill number **1** **2** **(3)** **4** **5** for the 2022/2023 school year
 (circle number next to applicable drill)

Tornado drill number **1** **2** for the 2022/2023 school year

Safety/Security drill number **1** **2** **3** for the 2022/2023 school year

Name of person conducting drill: Karen Friebe

Title of person conducting drill: Principal

Signature or person conducting drill: Karen Friebe Date: 12/2/22

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: Veteran's Alarm Name: Phone Svc. Title: -

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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