

## 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"><li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li><li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li><li>Seek input from the administration of the school and local public safety on the nature of the drill.</li></ul>

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: Atlanta Community Schools

Principal: Tawny Hisscock

Date of drill: 2-8-2023 Number of students: 260 Number of staff: appx 50

Time initiated: 11:17 a.m. (a.m./p.m.) Time concluded: 11:25 (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 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: Tawny Hisscock, principal

Title of person conducting drill: Principal

Signature or person conducting drill: Tawny Hisscock Date: 2-8-23

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: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: N/A 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: Atlanta Community Schools

Principal: Tawny Hisscock

Date of drill: 9/6/22 Number of students: 264 Number of staff: \_\_\_\_\_

Time initiated: 8:30 am (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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: Tawny Hisscock

Title of person conducting drill: K-12 Principal

Signature or person conducting drill: Tawny Hisscock Date: 9/6/22

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: Atlanta Community Schools

Principal: Tawny Hisscock

Date of drill: 10/18/22 Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_

Time initiated: 1:30 (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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: Tawny Hisscock

Title of person conducting drill: K-12 Principal

Signature or person conducting drill: Tawny Hisscock Date: 10/18/22

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: Atlanta Community Schools  
Principal: Tawny Hisscock  
Date of drill: 11/8/22 Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_  
Time initiated: 11:45 (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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: Tawny Hisscock

Title of person conducting drill: K-12 Principal

Signature or person conducting drill: Tawny Hisscock Date: 11/8/22

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: Atlanta Community Schools  
Principal: Tawny Hisscock  
Date of drill: 10/27/22 Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_  
Time initiated: 10:45 (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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 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: Tawny Hisscock

Title of person conducting drill: K-12 Principal

Signature or person conducting drill: Tawny Hisscock Date: 10/27/22

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: \_\_\_\_\_

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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: Atlanta Community Schools  
Principal: Tawny Hisscock  
Date of drill: 9/13/22 Number of students: \_\_\_\_\_ Number of staff: \_\_\_\_\_  
Time initiated: 1:30 (a.m./p.m.) Time concluded: \_\_\_\_\_ (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 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: Tawny Hisscock

Title of person conducting drill: K-12 Principal

Signature or person conducting drill: Tawny Hisscock Date: 9/13/22

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: \_\_\_\_\_

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School: Atlanta Community School

Principal: Tawny Hisscock

Date of drill: 5-22-2023 Number of students: \_\_\_\_\_ Number of staff: appx 50

Time initiated: 2:20 p.m. (a.m./p.m.) Time concluded: 2:25 (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: Everyone did a super job.

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: Tawny Hisscock

Title of person conducting drill: Principal

Signature or person conducting drill: Tawny Hisscock Date: 5/22/23

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: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

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School: Atlanta Community School

Principal: Tawny Hisscock

Date of drill: 5-22-2023 Number of students: \_\_\_\_\_ Number of staff: appx 50

Time initiated: 2:20 p.m. (a.m./p.m.) Time concluded: 2:25 (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: Everyone did a super job.

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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: Tawny Hisscock,

Title of person conducting drill: Principal

Signature or person conducting drill: Tawny Hisscock Date: 5/22/23

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: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: N/A Name: \_\_\_\_\_ Title: \_\_\_\_\_

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