

EMERGENCY DRILL DOCUMENTATION FORM School Year 2021-2022

School Campus:	Ottawa JDC
Drill # for the School Year:	2/2
(Example #2/5 Fire, 1/2 Tornado; 1/3 Lockdown)	

Type of Drill

	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
X	Tornado Safety Drills <i>(2 required in the school year; 1 must be held in March)</i>
	Lock Down (3 required; 1 before December 1 & 1 after January 1)

Time c	of Drill: *At least one drill is required to not be during class time	
Date:	3/16/22	
Time:	10:00a	
X	During class time	
	In between classes/during class changes*	
	Recess or lunch time*	
	Other time when a significant number of the students are gathered but not in the class room*	

Name of School Administrator (or designee):	Lucas Yax
Signature of School Administrator	
(If drill is conducted by someone other than the school Principal)	
Name and Title of Person Conducting Drill:	N/A