

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: Sacred Heart School
Principal: Christy Miron
Date of drill: 01/25/2024 Number of students: 47 Number of staff: 9
Time initiated: 10:15 (a.m./p.m.) Time concluded: 10:18 (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: nine students absent; one @ appt

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

Fire drill number **1 2 3 4 5** for the 2023-24 school year

Tornado drill number **1 2** for the 2023-24 school year

Safety/Security drill number **1 (2) 3** for the 2023-24 school year

Name of person conducting drill: Christy Miron
Title of person conducting drill: Principal

Signature or person conducting drill: Christy Miron Date: 01/25/24

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: Sacred Heart

Principal: Christy Miron

Date of drill: 04/29/2024 Number of students: 51 Number of staff: 8

Time initiated: 1:14 (a.m./p.m.) Time concluded: 1:16 (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: One volunteer present ; 5 absent

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

Fire drill number **1 2 3 4 5** for the 2023-24 school year

Tornado drill number **(1) 2** for the 2023-24 school year

Safety/Security drill number **1 2 3** for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 04/29/24

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: Sacred Heart

Principal: Christy Miron

Date of drill: 04/30/2024 Number of students: 51 Number of staff: 9

Time initiated: 1:08 (a.m./p.m.) Time concluded: 1:10 (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: 4 students absent

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

Fire drill number 1 2 3 4 5 for the 2023-24 school year

Tornado drill number 1 2 for the 2023-24 school year

Safety/Security drill number 1 2 3 for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill: Christy Miron Date: 4/30/24

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: Sacred Heart

Principal: Christy Miron

Date of drill: 05/13/2024 Number of students: 53 Number of staff: 7

Time initiated: 11:01 (a.m./p.m.) Time concluded: 11:02 (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: One volunteer, three absent

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

Fire drill number **1 2 3 4 5** for the 2023-24 school year

Tornado drill number **1 (2)** for the 2023-24 school year

Safety/Security drill number **1 2 3** for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 05/13/2024

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: Sacred Heart
Principal: Christy Miron
Date of drill: 05/28/2024 Number of students: 53 Number of staff: 9
Time initiated: 1:14 (a.m./p.m.) Time concluded: 1:18 (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: one CCISD present, one volunteer

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

Fire drill number **1 2 3 4 5** for the 2023-24 school year

Tornado drill number **1 2** for the 2023-24 school year

Safety/Security drill number **1 2 ③** for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 05/28/2024

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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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: Sacred Heart

Principal: Christy Miron

Date of drill: 05/31/2024 Number of students: 52 Number of staff: 8

Time initiated: 9:48 (a.m./p.m.) Time concluded: 9:50 (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: one volunteer ; three absent

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

Fire drill number 1 2 3 4 5 for the 2023-24 school year

Tornado drill number 1 2 for the 2023-24 school year

Safety/Security drill number 1 2 3 for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill: [Signature] Date: 05/31/2024

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: Sacred Heart School
Principal: Christy Miron
Date of drill: 10/03/2023 Number of students: 48 Number of staff: 8
Time initiated: 9:00 (a.m./p.m.) Time concluded: 9:06 (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: one volunteer present ; eight students
absent

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

Fire drill number 1 2 3 4 5 for the 2023-24 school year

Tornado drill number 1 2 for the 2023-24 school year

Safety/Security drill number 1 2 3 for the 2023-24 school year

Name of person conducting drill: Christy Miron
Title of person conducting drill: Principal

Signature or person conducting drill: Christy Miron Date: 10/03/2023

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: Sacred Heart School

Principal: Christy Miron

Date of drill: 10/20/2023 Number of students: 52 Number of staff: 8

Time initiated: 11:16 (a.m./p.m.) Time concluded: 11:20 (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: 3rd/4th out @ recess; one visitor from ISD; one parent volunteer; 4 students absent

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

Fire drill number **1 2 3 4 5** for the 2023-24 school year

Tornado drill number **1 2** for the 2023-24 school year

Safety/Security drill number **(1) 2 3** for the 2023-24 school year

Name of person conducting drill: Christy Miron

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/20/23

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: Sacred Heart
Principal: Christy Miron
Date of drill: 11/2/2023 Number of students: 53 Number of staff: 9
Time initiated: 12:08 pm (a.m./p.m.) Time concluded: 12:11 pm (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: three students out sick

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

Fire drill number 1 (2) 3 4 5 for the 2023-24 school year

Tornado drill number 1 2 for the 2023-24 school year

Safety/Security drill number 1 2 3 for the 2023-24 school year

Name of person conducting drill: Emilia Liddle

Title of person conducting drill: Secretary - bookkeeper

Signature or person conducting drill: E Liddle Date: 11/2/2023

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: Sacred Heart
Principal: Christy Miron
Date of drill: 11/15/2023 Number of students: 49 Number of staff: 9
Time initiated: 10:29 (a.m./p.m.) Time concluded: 10:33 (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: 7 students absent; three adult volunteers present

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

Fire drill number 1 2 3 4 5 for the 2023-24 school year

Tornado drill number 1 2 for the 2023-24 school year

Safety/Security drill number 1 2 3 for the 2023-24 school year

Name of person conducting drill: Emilia Liddle

Title of person conducting drill: secretary/bookkeeper

Signature or person conducting drill: E Liddle Date: 11/15/2023

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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