

Emergency Drill Documentation

School Year 2025-2026

District/Site: Virtual Preparatory of Academy

Principal Signature: 

*Conducting these drills will serve as documentation that you have done everything possible to keep your students, teachers, and staff members safe from any unexpected occurrences.

*Print all emails from the school security website for each drill as your documentation for completion. ([folder](#))

*Each drill should be conducted as a stand-alone drill. Multiple drills should NOT be conducted during the same time frame.

*Additional Drills: Do not keep repeating required drills as the additional drills. The school safety committee should make a list of all dangers that exist in/near your community. Use this list and additional input from the safety committee to determine which drills are most beneficial and pertinent to your grade level, specific area or needs. Additional drill examples include: Earthquake, missing student, prison break, grass fires, truck, train or airplane crash, factory explosions, drug houses, etc....

TYPE OF DRILL	DRILL WINDOW	DATE OF DRILL	REPORT DRILLS	TIME/COMMENTS
FIRST SEMESTER				
Fire Drill #1	Within first 15 days of first semester	08/11/25	✓	
Security Drill #1	Within first 15 days of first semester	08/11/25	✓	Lockdown
Tornado Drill #1	September	09/08/25	✓	
Security Drill #2	Anytime during first semester	08/11/25	✓	Secure the Perimeter
Additional Drill #1	Anytime during year	08/11/25	✓	Reverse Evac.
SECOND SEMESTER				
Fire Drill #2	Within first 15 days of second semester	01/12/2026	✓	
Security Drill #3	Within first 15 days of second semester	01/12/2026	✓	Secure Perimeter
Tornado Drill #2	March	3/13/2026	✓	
Security Drill #4	Anytime during first semester	01/12/2026	✓	Lockdown
Additional Drill #2	Anytime during year	01/12/2026	✓	Reverse Evac.