School Drill Documentation

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 • 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: St. Mary Cathedral Principal: Heather Glasby

Date of drill: 10/2/2026 Number of students: 362 Number of Staff: 44

Time initiated: 8:50 ☒ a.m ☐ p.m. Time concluded 9:13 ☒ 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:

This report is for:
(check box next to applicable drill)

Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year

Tornado drill number ☐1 ☐2 for the _____ school year

Safety/Security drill number ☒1 ☐2 ☐3 for the 26/27 school year

Name of person conducting drill: Heather Glasby

Title of person conducting drill: Principal

Signature or person conducting drill: Heather Glasby Date: 10/2/26

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: Otsego Co EM Name: Jon Deming Title: EM

Agency: Gaylord PD Name: Chase Beauvais Title: SRO

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.