

## Fire/Tornado/Safety Drill Completion Documentation

Building Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_:\_\_\_\_ AM **PM**

Type:  Fire  Tornado  Safety

Location:  Classroom  Lunch  Recess  Other

Number of Completed Drills: \_\_\_\_\_ Fire \_\_\_\_\_ Tornado \_\_\_\_\_ Safety

Name of Person in Charge of the Drill: \_\_\_\_\_

Signature of Principal Acknowledging Completion: \_\_\_\_\_

### Fire Drills

- 5 Per Year
- 3 Before December 1
- 2 During Remainder of School Year

### Tornado Drills

- 2 Per Year
- 1 During Month of March

### Other Requirements

- 1 Drill During Lunch, Recess, or Time When are Not in Classrooms
- List of Scheduled Drills to County Emergency Management Coordinator by September 15
- Drill can be Cancelled for Sever Storm, Fire, Epidemics, Utility Outage, Water Failure, Sewer Failure, Health Conditions
- A Cancelled Drill Must be Scheduled within 10 Days of the Cancelled Drill
- Documentation of a Drill Must be Placed on the Website Within 30 Days of the Drill
- Drill Documentation Must Remain on the Website for 3 Years

### Safety Drills

- 3 Per Year
- 1 Before December 1
- 1 After January 1
- 3 Before December 1
- Seek Input from Local Public Safety Officials