

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