

## Fire/Tornado/Safety Drill Completion Documentation

Building Name: Milan Middle School

School Year: 2019-20

Date: 12/17/19

Time: 7:42 a.m.

Type:  Fire  Tornado  **Safety**

Location:  Classroom  Lunch  Recess  Hallways, Transition Time

Number of Completed Drills: \_\_\_4\_\_\_ Fire \_\_\_\_\_ Tornado \_\_\_4\_\_\_ Safety

Name of Person in Charge of the Drill: Shanna Spickard and Kim Jasper

Signature of Principal Acknowledging Completion: *Shanna Spickard*

### 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

### Safety Drills

- 3 Per Year
- 1 Before December 1
- 1 After January 1
- Allow Reasonable Spacing Between Drills
- Seek Input from Local Public Safety Officials

### Other Requirements

- 1 Drill During Lunch, Recess, or Time When Students are Not in Classrooms
- List of Scheduled Drills to County Emergency Management Coordinator by September 15
- Drill can be Cancelled for Severe 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