

## Fire/Tornado/Safety Drill Completion Documentation

Building Name: Milan Middle School

School Year:2017-18

Date: 9/12/17

Time: 1:30 PM

Type: **X Fire**  Tornado  Safety

Location: **X Classroom**  Lunch  Recess  Other

Number of Completed Drills: \_\_\_2\_\_\_ Fire \_\_\_\_\_ Tornado \_\_\_\_\_ Safety

Name of Person in Charge of the Drill: Shanna Spickard

Signature of Principal Acknowledging Completion: *Shanna R. 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 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