

Fire/Tornado/Safety Drill Completion Documentation

Building Name: Milan Middle School

School Year: 2017-18

Date: 9/8/17

Time: 10:10 a.m.

Type: **Fire** Tornado Safety

Location: **Classroom** Lunch Recess Other

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

Tornado Drills

- 2 Per Year
- 1 During Month of March

Safety Drills

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