

# Fire/Tornado/Safety Drill Completion Documentation

Building Name: **Symons Elementary School**

School Year: **2023-2024**

Date of Drill: 11/7/2023

Time of Drill: 11:00

Type: \_\_\_ Fire \_\_\_ Tornado  Safety

Location:  Classroom \_\_\_ Lunch \_\_\_ Recess \_\_\_ Other

Number of Completed Drills (running totals): 3 Fire 1 Tornado 2 Safety

Name of Person in Charge of the Drill: **Jennifer Bookout**

Signature of Principal Acknowledging Completion: Jennifer Bookout

## 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 (hazardous material, 1 dangerous individual on or near school premises)
- 1 Before December 1
- 1 After January 1
- 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