

Fire/Tornado/Safety Drill Completion Documentation

Building Name: Milan Middle School

School Year: ___2015-2016_____

Date: 3/24/16

Time: 8:00

Type: **Fire** Tornado Safety

Location: **Classroom** Lunch Recess **Other (Practiced a fire in the office hallway, diverting traffic; also light rain outside)**

Number of Completed Drills: ___5___ Fire ___2___ Tornado ___2___ Safety

Name of Person in Charge of the Drill: Shanna Spickard

Signature of Principal Acknowledging Completion: _____ *Shanna R. Spickard* (Electronic Signature) _____

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