

## Fire/Tornado/Safety Drill Completion Documentation

Building Name: Milan Middle School

School Year: \_\_\_2016-17\_\_\_\_\_

Date: 4/20/17

Time: 12:40 unannounced lockdown drill

Type: **XFire** Tornado Safety

Location: Classroom  **Lunch**  Recess **XOther** (during testing unplanned alarm sounded; students in alternative locations)

Number of Completed Drills: \_\_\_5\_\_\_ Fire \_\_\_2\_\_\_ Tornado \_\_\_3\_\_\_ Safety plus a **Cardiac Drill**

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