

Tekonsha Community Schools

School Drill Documentation Form for 2023-24 School Year

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/ Security	Three – One drill must be completed prior to December 1 and one after January 1 • One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. • One drill shall include security measures of a potentially dangerous individual on or near the school premises. • Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: **Tekonsha Elementary**

Administrator: **JoEllen OKeefe**

Date of Drill: **9/12/23**

of Students: **79**

of Staff: **12**

Time Initiated: **9:15am**

Exact Time required to evacuate/shelter/secure: **2 minutes, 6 seconds**

Type of Drill	Situation at Start of the Drill	
<input checked="" type="checkbox"/> Fire (1) 2 3 4 5 <input type="checkbox"/> Tornado 1 2 3 <input type="checkbox"/> Safety/Security (Lockdown) 1 2 3	<input checked="" type="checkbox"/> Standard (during class time) <input type="checkbox"/> Before school <input type="checkbox"/> Passing time	<input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Other:

Remarks: **All teachers waited for the drill announcement before evacuating the building.
Any student in bathroom reported to their classrooms as directed.**

Name of Person Conducting Drill: **Aryn Henry**

Title: **Dean of Students**

Signature : 

Date: **9/12/23**

This drill was coordinated with

- ☒ Lt Chris Young, Director of Emergency Management Division, Calhoun County Sheriff's Department
- ☒ Fire Chief Daryl Cummins of the Tekonsha Fire Department

*Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.*