

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. <ul style="list-style-type: none"> • 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.
<i>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.</i>	

School:
Administrator:

Date of Drill:
of Students:
of Staff:

Time Initiated:
Exact Time required to evacuate/shelter/secure:

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 type="checkbox"/> Standard (during class time) <input type="checkbox"/> Before school <input checked="" type="checkbox"/> Passing time	<input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Other:

Remarks:

Name of Person Conducting Drill:
Title:

Signature: 
Date:

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.*