

# 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 School**

Administrator: **JoEllen OKeefe**

Date of Drill: **11/6/23**

# of Students: **78**

**14**

Time Initiated: **1:50 pm**

Exact Time required to evacuate/shelter/secure: **2 minutes, 9 seconds**

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

Remarks: **Difficulty locking door of an unoccupied room.**

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

Title: **K-5 Dean of Students**

Signature: **Aryn Henry**

Date: **11/6/23**

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.*