

# Fire/Tornado/Safety Drill Completion Documentation

Building Name: Whitmore Lake Elementary School

School Year: 2024-2025

Date: 09/05/2024 Time: 9:30AM

Type: X Fire \_\_\_Tornado \_\_\_Safety (Lockdown)

Location:

X Classroom Recess Other -

Number of Completed Drills: **1 Fire**                      **Tornado**                      **Safety**

Name of Person in Charge of the Drill: Heidi Roy-Borland

Signature acknowledging completion:

A handwritten signature in cursive script, reading "Heidi Roy-Borland", is written over a horizontal line.

## Fire Drills

- 5 per year
- 3 before 12/1
- 2 for the remainder of the year

## Safety Drills

- 3 per year
- 1 before 12/1
- 1 after 1/1
- Seek input from local Public Safety Officials

## Tornado Drills

- 2 per year
- 1 during the month of March

## Other Requirements

- 1 Drill During Lunch, Recess, or when not in classrooms
- Drill schedule to Emergency Management Coordinator by 9/15
- Drill can be cancelled for storms, fire, epidemics, utility outages/failures
- Cancelled drill must be rescheduled within 10 days
- Documentation of a drill must be on the website within 30 Days