

2014 -2015 School Emergency Drill Form

Trinity Lutheran School (Monitor)

A minimum of 5 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

Required Emergency Drill	Date	Time	Duration	Administrator	Signature
Fire Drill # 1	9/11/14	1:15	1:11	Janet Pickelmann	
Fire Drill # 2	10/16/14	2:45	1:23	Janet Pickelmann	
Fire Drill # 3					
Fire Drill # 4					
Fire Drill # 5					

A minimum of 2 tornado safety drills is required for each school year at the schools and facilities. At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.

Required Emergency Drill	Date	Time	Duration	Administrator	Signature
Tornado Drill #1	9/23/14	2:00	3:24	Janet Pickelmann	
Tornado Drill #2					

A minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The governing body of a school shall seek input from the administration of the school and local public safety officials on the nature of the drills to be conducted under this subsection.

Required Emergency Drill	Date	Time	Duration	Administrator	Signature
Lockdown Drill #1	10/21/14	1:00	10:00	Janet Pickelmann	
Lockdown Drill #2					
Lockdown Drill #3					

A school that operates any of grades kindergarten to 12 shall conduct at least 1 of the drills required by this section during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.

For a school that operates any of grades kindergarten to 12, the governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website within 30 school days after the drill is completed and is maintained on the website for at least 3 years.