

School Safety Drills Reporting Form

Update and Post Online Within 30 Days of Each Drill's Completion Date and Notify Central Office

District: Mason Public Schools	School: Harvey Ed Center
School Year: 2017-18	Principal/Director: Emily Riley

Fire Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941
29.19. amended this section effective July 14, 2014

Section 19(2), (3) A minimum of 5 fire drills is required each school year with 8 recommended. Three of the drills shall be held prior to December 1 and 2 held during the remaining part of the school year with reasonable spacing between each drill.

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1	9/16/17	3:25 p.m.	<input checked="" type="checkbox"/>	Emily Riley / ed
2	10/13/17	9:30 a.m.	<input checked="" type="checkbox"/>	Patricia Weisinger
3	11/3/17	2:30 p.m.	<input checked="" type="checkbox"/>	[Signature]
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Tornado Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941
29.19. amended this section effective July 14, 2014

Section 19(4) A minimum of 2 tornado safety drills is required with at least one conducted in March.

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1	9/28/17	10:45 a.m.	<input checked="" type="checkbox"/>	Patricia Weisinger
2			<input type="checkbox"/>	

Security Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941
29.19. amended this section effective July 14, 2014

Section 19(5),(6) A minimum of 3 drills in which occupants are restricted to the interior of the building and the building is secured. At least 1 conducted by December 1 and at least 1 conducted after January 1 with reasonable spacing between. A drill shall include security measures appropriate to an emergency such as the release of hazardous materials or the potential of a dangerous individual on or near the premises.

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1	10/16/17	10:30 a.m.	<input checked="" type="checkbox"/>	Patricia Weisinger
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	

If a scheduled drill is not conducted due to conditions beyond control, follow these steps: 1) Conduct the drill within 10 school days of the canceled drill; 2) Chief Administrator of the building notifies the County Emergency Manager and Central Office.

Please note, at least 1 of the drills conducted shall occur during a lunch or recess period, or at another time when a significant number of students are gathered, but not in the classroom.

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Madison Public Schools Child Dev Services

Date of Drill: 11/3/17 Time drill was held: 2:30 (pmam)

Exact time required to evacuate/shelter/secure: _____


Total Participants: 44

Remarks: Drill was successful

This report is for emergency drill # 3 for school year 2017-18.

Name of person conducting drill: Erik Corgill

Title of person conducting drill: Program Interim Director

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____