

**801 North 11th Street**

**St. Louis, MO 63101**

**314 345-4507 Phone**

**314 345-4514 Fax**

**Dr. Kelvin Adams**

*Superintendent of Schools*

**Sgt. DeAndre Davis**

*Interim-Director of Safety & Security*

# SLPS Safety Drill Form

**Ordinance # 60514**:**Section F-702 Educational Occupancies F-702.2 Frequency:** Fire drills shall be conducted in specific occupancies according to the following schedule: **Schools F702.2 Frequency**: There shall be at least two fire exit drills the first two weeks of a school term and eight additional fire exit drills a year. In climates where the weather is severe during the winter months, at least six drills shall be held at the beginning of the school term and four drills after the winter months to complete the ten required drills.

Also, there shall be a minimum (2) two **Tornado**, **Earthquake**, and **Intruder Drills** at least one per semester

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| **School:**      | **Documentation of a School’s Participation in the Great Central Region ShakeOut**       | **Date:**      |
| **Name/Title of Person Completing Form:**       | **# Students:**      | **# Staff:**      |
| **Time Alarm Sounded:**      | **Time Drill Concluded:**      | **Time to Evacuate:**      **(evacuation drills only)** |
| **Type of Drill:** | **Type of School/Building:** | **Weather Conditions:** |
| [ ]  Fire / Evacuation Drill[ ]  Intruder Drill[ ]  Modified Lockdown[ ]  Shelter-in-Place[ ]  Earthquake[ ]  Tornado[ ]  Medical Emergency[ ]  Bomb Threat[ ]  Weather Emergency[ ]  Evacuate to alternate site[ ]  Other:      | [ ]  Pre-School[ ]  Elementary[ ]  Middle School[ ]  High School[ ]  K-8[ ]  K-12[ ]  Alternative School[ ]  Transportation[ ]  Buildings & Grounds[ ]  801 Administration[ ]  Other:       | [ ]  Clear[ ]  Cloudy[ ]  Raining[ ]  Rain and wind[ ]  Windy[ ]  Snow / Sleet[ ]  Hail[ ]  Hot (Above 80 degrees)[ ]  Cold (40 to 10 Degrees)[ ]  Severe cold (     0) |
| **Participants:**[ ]  School Administrators[ ]  Teachers / Para-educators[ ]  Custodial Staff[ ]  Students[ ]  School Security Officers[ ]  Law Enforcement[ ]  Fire Department[ ]  Emergency Medical Services[ ]  County Emergency Mgmt.[ ]  Parents and /or Volunteers[ ]  Other        | **Notification / All Clear:**[ ]  Bell or Buzzer[ ]  Enhanced Alert System[ ]  Intercom[ ]  Phone[ ]  Voice Notification[ ]  Siren[ ]  Reverse 911 or Shout Out[ ]  Other:      | **Situation at Start of Drill:**[ ]  Before School[ ]  During Class Time[ ]  Passing Time[ ]  Recess[ ]  Lunch Time[ ]  Assembly[ ]  After School[ ]  Other:       |
| **Mapping System Used?** | **Staff previously trained on** **emergency procedures this year?** | **Students previously trained on** **emergency procedures this year?** |
| [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |

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| **Incident Command System Used?** | **Incident Commander:** | **Operations Chief:** |
| [ ]  Yes [ ]  No |       |       |
| **Problems Encountered:** (Check all that apply) |  |
| [ ]  Congestion in hallways[ ]  Alarm not heard[ ]  Students unsure of what to do / proper response[ ]  Staff unsure of responsibilities / proper response[ ]  Use of personal technologies by students[ ]  Use of personal technologies by staff[ ]  Unable to lock doors[ ]  Windows not covered[ ]  Windows left open[ ]  Doors left open[ ]  Students not accounted for / attendance[ ]  Difficulties with evacuation of disabled students or staff[ ]  Staff and Adults accounted for[ ]  Staff not serious about drill[ ]  Unable to access school mapping system[ ]  Students unaccounted for (note # below) | [ ]  Radio communication problems[ ]  Network / computer problems[ ]  Weather-related problems[ ]  Noise impedes communications[ ]  Students not out of sight (lockdown drill)[ ]  Long time to evacuate building[ ]  Students not serious about drill[ ]  Frightened students (lockdown drill)[ ]  Improper or unavailable supplies[ ]  Confusion[ ]  Doors or Exits blocked[ ]  Transportation[ ]  Interagency miscommunications[ ]  Incident command problems[ ]  Other:      |
| **Extenuating Circumstances / Identified Factors / Special Conditions Simulated:**      |
| **Mitigation / Plans for Improvement:** (check all that apply and explain below) |
| [ ]  Additional staff training[ ]  Additional student training[ ]  Address need for additional equipment[ ]  Improved emergency supplies | [ ]  Cooperative planning with responders[ ]  Revised emergency procedures[ ]  Improved communication[ ]  Other:       |
| **Explain correction needed and who is responsible for any corrective efforts here:**      |

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