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# 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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