

Documenting School Safety Drill Requirements

Public Act 12 of 2014, Effective July 1, 2014

Name of school: _____

School Year: _____

Person Responsible for conducting the drills: _____

Principal **MUST sign at the completion of each drill** to confirm completion. Update and post on school website within 30 school days of completing each drill. Do not post future drill dates. Maintain on website for at least three years. One of the drills **MUST** occur during lunch, recess, or another time when a significant number of students are gathered but not in a classroom. None may occur during mandated state testing.

Fire Drills

Must have a reasonable interval between each drill.

#1, date: 9/25 time: 10:30 (Held by December 1). Principal confirmation: Katei VanConant
#2, date: _____ time: _____ (Held by December 1). Principal confirmation: _____
#3, date: _____ time: _____ (Held by December 1). Principal confirmation: _____
#4, date: _____ time: _____ (Held after December 1). Principal confirmation: _____
#5, date: _____ time: _____ (Held after December 1). Principal confirmation: _____

Tornado Drills

At least one tornado drill must be held in March.

#1, date: _____ time: _____ Principal confirmation: _____
#2, date: _____ time: _____ Principal confirmation: _____

Lockdown Drills

Include security measures appropriate to an emergency such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises during which occupants are restricted to the interior of the secured building. At least one drill **MUST** occur by December 1 and at least one drill **MUST** occur after January 1. Ensure reasonable interval between drills.

#1, date: 10/7 time: 10:15 Type of Drill: Safemode Principal confirmation: Katei VanConant
#2, date: _____ time: _____ Type of Drill: _____ Principal confirmation: _____
#3, date: _____ time: _____ Type of Drill: _____ Principal confirmation: _____
Sought input from local public safety officials. Superintendent Signature: _____

Cardiac Emergency Response

A written plan for cardiac emergency response is available and includes: (check off to confirm)

- _____ Use and maintenance of automated external defibrillators, if available
- _____ Activation of a cardiac emergency response team during an identified cardiac emergency
- _____ A plan for effective and efficient communication throughout the school campus
- _____ A training plan for the use of an automated external defibrillator and CPR techniques (for schools that serve grades 9-12)
- _____ Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan
- _____ An annual review and evaluation of the cardiac emergency response plan _____ (date completed)