**Fire & Safety Drill Record School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Drills**  **(full evacuation)** | **# Required** | **Date** | **Total Time of Drill & Notes** | | **Initials** | **Law Enforcement/ EMA Involvement** |
| August (first 15 days) | 1 |  |  | |  |  |
| August | 1 |  |  | |  |  |
| September | 1 |  |  | |  |  |
| October | 1 |  |  | |  |  |
| November | 1 |  |  | |  |  |
| December | 1 |  |  | |  |  |
| January | 1 |  |  | |  |  |
| February | 1 |  |  | |  |  |
| March | 1 |  |  | |  |  |
| April | 1 |  |  | |  |  |
| May | 1 |  |  | |  |  |
| Optional |  |  |  | |  |  |
| Additional Drills/Exercises for **FALL**: 2 Fire Safety Educational Announcements, 1 Armed Intruder, 1 CPR/AED Drill & 1 Earthquake Drill | | | | | | |
| **Type of Drill or Exercise** | **# Required** | **Date** | **Length of Exercise**  **Drill & Notes** | | **Initials** | **Law Enforcement/ EMA Involvement** |
| Fire Safety Educational Announcements #1 | 1 |  |  | |  |  |
| Fire Safety Educational Announcements #2 | 1 |  |  | |  |  |
| Armed Intruder/Lockdown | 1 |  |  | |  |  |
| CPR/AED Drill | 1 |  |  | |  |  |
| Safety Drill #1\*(Earthquake – *If Required*)  **Enter Type\_\_\_\_\_\_\_\_\_\_\_\_** | 1 |  |  | |  |  |
| Optional  **Enter Type \_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  | |  |  |
| Additional Drills/Exercises for **SPRING:** 2 Fire Safety Educational Announcements, 1 Earthquake Drill, 1 Safety Drill, 1 Lockdown | | | | | | |
| **Type of Drill or Exercise** | **# Required** | **Date** | **Length of Exercise**  **Drill & Notes** | | **Initials** | **Law Enforcement/ EMA Involvement** |
| Fire Safety Educational Announcement #3 | 1 |  |  | |  |  |
| Fire Safety Educational Announcement #4 | 1 |  |  | |  |  |
| Safety Drill #2 \*(Earthquake – *If Required*)  **Enter Type \_\_\_\_\_\_\_\_\_\_** | 1 |  |  | |  |  |
| Safety Drill #3  **Enter Type\_\_\_\_\_\_\_\_\_\_\_** | 1 |  |  | |  |  |
| Optional –  **Enter Type \_\_\_\_\_\_\_\_\_\_\_** |  |  |  | |  |  |
| \*See Earthquake Requirements on attached page. \*\*Optional: Not Required, but encouraged. See list below | | | | | | |
| Principal’s Name: | | | | School: | | |
| Total Students: | | | | Phone Number: | | |

\*\*\* Drill Logs shall be maintained at the school building and a copy filed with the school district.

# Emergency Drill Requirements

**Fire Drills**: Fire drills requiring full evacuation shall be held at least one (1) time every thirty (30) **SCHOOL** **DAYS**, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the year. The LEA can develop the content of the educational announcements or utilize scripts provided by TDOE. A record of all fire drills, including the time and date, shall be kept in the respective school or institutional offices and shall be made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review. *(TN Code Annotated 68-102)*

**Intruder Drill**: Each school shall conduct at least one (1) armed intruder drill annually. The drill shall be conducted in coordination with the appropriate local law enforcement agency. *(TN Code Annotated 49-6-807)*

**CPR/AED Drill**: Each school having one (1) or more AEDs shall schedule annual CPR/AED training for ***ALL*** school personnel and conduct an annual CPR and AED drill. (*Tennessee Code Annotated 49-2-122*)

**Additional Drills:**

1. Each school shall conduct three (3) additional drills, not requiring full evacuation, during each school year. (*TN Code Annotated 68-102*)
2. Each school administered by a local education agency having jurisdiction that lies entirely or partially within 100 miles of the New Madrid Fault Line shall conduct at least two earthquake preparedness drills (drop, cover, hold) annually. (*State Board Policy 0520-01-03*) **\*The two (2) earthquake drills may count towards the three (3) additional drill requirements listed under section A.**

School Districts within the 100 Mile New Madrid Fault Line Earthquake Drill Requirement

|  |  |  |
| --- | --- | --- |
| Alamo City | Gibson SSD | McKenzie SSD |
| Arlington Community | Hardeman County | McNairy County |
| Bartlett City | Haywood County | Milan SSD |
| Bells City | Henderson County | Millington Municipal |
| Bradford SSD | Henry County | Obion County |
| Carroll County | Hollow Rock Bruceton SSD | Paris SSD |
| Chester County | Humboldt City | Shelby County |
| Collierville City | Huntingdon SSD | South Carroll County SSD |
| Crockett County | Jackson-Madison County | Tipton County |
| Dyer County | Lake County | Trenton SSD |
| Dyersburg City | Lakeland SSD | Union City |
| Fayette County | Lauderdale County | Weakley County |
| Germantown Municipal | Lexington City | West Carroll SSD |
|  |  | West TN School for the Deaf |

Optional Drills – Not Required but Recommended

**Shelter-in-place**: These drills teach staff and students when and how to shelter for severe weather and hazardous materials release.

**Transportation Evacuation Drills**: National Highway Traffic Safety Administration (NHTSA) recommends each pupil transported from home to school in a school bus participate at least once during each semester in supervised and timed emergency evacuation drills that teach students and drivers when and how to evacuate a school bus, including how to manually operate the lever that opens the loading doors, should the driver become incapacitated. More information can be found here: <https://www.tn.gov/education/health-and-safety/school-safety/transportation.html>