**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 |  |  |  | |  |  |
| October | 1 |  |  | |  |  |
| November |  |  |  | |  |  |
| December | 1 |  |  | |  |  |
| January |  |  |  | |  |  |
| February | 1 |  |  | |  |  |
| March |  |  |  | |  |  |
| 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 |  |  | |  |  |
| Incident Command Drill (without students) | 1 |  |  | |  |  |
| CPR/AED Drill | 1 |  |  | |  |  |
| Emergency Bus Safety Drill (without students) | 1 |  |  | |  |  |
| Safety Drill #1\*(Earthquake – *If Required*)  **Enter Type\_\_\_\_\_\_\_\_\_\_\_\_** | 1 |  |  | |  |  |
| 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 Signature: | | | | School: | | |
| Total Students: | | | | Phone Number: | | |

# Emergency Drill Requirements

**Fire Drills:** Fire drills requiring full evacuation must be held at least once every two (2) months, with two (2) fire drills occurring during the first thirty (30) full days of the school year. No more than two (2) fire drills requiring full evacuation may be conducted during the first thirty (30) full school days of the school year, and subsequent fire drills requiring full evacuation cannot be conducted more than once every thirty (30) school days. Additionally, four (4) fire safety educational announcements will be conducted throughout the year. The local education agency (LEA) can develop the content of the educational announcements or utilize scripts provided by the Tennessee Department of Education (department). A record of all fire drills, including the time and date, must be kept in the respective school or institutional offices and must be made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review. [Chapter 315 of the Public Acts of 2025](https://publications.tnsosfiles.com/acts/114/pub/pc0315.pdf) -[Fire Drill Best Practices](https://www.tn.gov/content/dam/tn/education/safety/save-act/Fire_Drill_Best_Practices.pdf)

**Armed 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. [*Tenn. Code Ann. § 49-6-807*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=619c410e-17a9-4210-83ae-60b64b933ca8&nodeid=ABXAAGAAIAAH&nodepath=%2FROOT%2FABX%2FABXAAG%2FABXAAGAAI%2FABXAAGAAIAAH&level=4&haschildren=&populated=false&title=49-6-807.+Annual+drills.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A68DB-39D0-R03M-M2NY-00008-00&ecomp=6gf5kkk&prid=63d8656e-4f61-4f3c-8c18-6a453d0ac6f8) *-* [Armed Intruder Drill Best Practices](https://www.tn.gov/content/dam/tn/education/health-&-safety/Armed_Intruder_Drill_Best_Practices.pdf)

**Incident Command Drill:** Each school shall conduct at least one (1) incident command drill annually. It shall be conducted without students present and must prepare school staff and law enforcement on what to expect in the event of an emergency situation. [*Tenn. Code Ann. § 49-6-807*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=619c410e-17a9-4210-83ae-60b64b933ca8&nodeid=ABXAAGAAIAAH&nodepath=%2FROOT%2FABX%2FABXAAG%2FABXAAGAAI%2FABXAAGAAIAAH&level=4&haschildren=&populated=false&title=49-6-807.+Annual+drills.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A68DB-39D0-R03M-M2NY-00008-00&ecomp=6gf5kkk&prid=63d8656e-4f61-4f3c-8c18-6a453d0ac6f8) *-* [Incident Command Drill Best Practices](https://www.tn.gov/content/dam/tn/education/health-&-safety/Incident_Command_Drill_Best_Practices.pdf)

**Emergency Safety Bus Drill:** Each school shall conduct at least one (1) emergency safety bus drill annually. It shall be conducted without students present and must prepare school staff and law enforcement on what to expect in the event of an emergency situation. [*Tenn. Code Ann. § 49-6-807*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=619c410e-17a9-4210-83ae-60b64b933ca8&nodeid=ABXAAGAAIAAH&nodepath=%2FROOT%2FABX%2FABXAAG%2FABXAAGAAI%2FABXAAGAAIAAH&level=4&haschildren=&populated=false&title=49-6-807.+Annual+drills.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A68DB-39D0-R03M-M2NY-00008-00&ecomp=6gf5kkk&prid=63d8656e-4f61-4f3c-8c18-6a453d0ac6f8) *-* [Emergency Bus Safety Drill Best Practices](https://www.tn.gov/content/dam/tn/education/health-&-safety/Emergency_Safety_Bus_Drill_Best_Practices.pdf)

**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. [*Tenn. Code Ann. § 49-2-122*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=7fd88a01-4293-42d2-bbd6-69350165e5b5&nodeid=ABXAACAABAAW&nodepath=%2FROOT%2FABX%2FABXAAC%2FABXAACAAB%2FABXAACAABAAW&level=4&haschildren=&populated=false&title=49-2-122.+Placement+of+automated+external+defibrillator+(AED)+devices+in+schools+%E2%80%94+Training+of+school+bus+drivers.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A6BYY-NSR0-R03M-C37G-00008-00&ecomp=6gf5kkk&prid=7c9be6dc-24bd-4e32-b0a8-c50c3273f362)*,* [*Tenn. Code Ann. § 49-6-1208*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=1c913663-0fd5-4ca7-88ec-c29c61e88049&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A4X55-GPS0-R03M-V4JD-00008-00&pdcontentcomponentid=234179&pdteaserkey=sr0&pditab=allpods&ecomp=vs65kkk&earg=sr0&prid=4012a4d4-c28d-4f17-81da-4af347848ab2), [*Tenn. Code Ann. §§ 68-140-403 to -408*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=07a8c1b8-49a6-4f13-879c-1dc01292b5f2&nodeid=ACPAACABBAAEAAD&nodepath=%2FROOT%2FACP%2FACPAAC%2FACPAACABB%2FACPAACABBAAE%2FACPAACABBAAEAAD&level=5&haschildren=&populated=false&title=68-140-403.+Use+of+AED+devices+%E2%80%94+Training+%E2%80%94+Maintenance+%E2%80%94+Registration+encouraged.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A4X9B-RJC0-R03K-419H-00008-00&ecomp=7gf5kkk&prid=e2f3a7f4-b160-4c8d-bb1b-e01503f07326)*,* [*State Board Rule 0520-01-02-.30*](https://publications.tnsosfiles.com/rules/0520/0520-01/0520-01-02.20220302.pdf)

**Additional Drills:** Each school shall conduct three (3) additional drills, not requiring full evacuation, during each school year. [*Tenn. Code Ann. § 68-102-137*](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=ccee7ea5-657e-4d86-84bf-fbde5ad29430&nodeid=ACQAACAACAABABL&nodepath=%2FROOT%2FACQ%2FACQAAC%2FACQAACAAC%2FACQAACAACAAB%2FACQAACAACAABABL&level=5&haschildren=&populated=false&title=68-102-137.+Public+and+private+schools+%E2%80%94+Institutions+%E2%80%94+Fire+drills+%E2%80%94+Doors+to+be+kept+unlocked+%E2%80%94+Safety+drills.&config=025054JABlOTJjNmIyNi0wYjI0LTRjZGEtYWE5ZC0zNGFhOWNhMjFlNDgKAFBvZENhdGFsb2cDFQ14bX2GfyBTaI9WcPX5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A4X9B-PFK0-R03N-90WR-00008-00&ecomp=6gf5kkk&prid=637bff60-7fdc-4737-9e21-052dbecc291b)- [Shelter In Place Drill Best Practices](https://www.tn.gov/content/dam/tn/education/health-&-safety/Shelter_in_Place_Drill_Best_Practices.pdf)

Optional Drills – Not Required but Recommended

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: [Transportation](https://www.tn.gov/education/districts/health-and-safety/school-safety/transportation.html).