

1016 – Safety Drill Procedures

Pursuant to Commission LEA policy 3201 – School Safety and Commission LEA Policy 3202 – Emergency Preparedness, authorized charter schools are required to conduct emergency preparedness drills and to adopt school safety procedures /emergency response plan to ensure the safety of students and staff. The purpose of this procedure document is to lay out the minimum expectations regarding required school safety drills for charter schools authorized by the Tennessee Public Charter School Commission (“Commission”). Charter operators shall follow all federal and state laws, policies, and regulations even if it is not explicitly stated in these emergency preparedness procedures. These procedures cover:

- Required Safety Drills
- Completion of Safety Drill Logs
- Forms and Appendices

Required Safety Drills and Emergency Response Plan

As required by law, authorized charter schools shall conduct various emergency safety drills throughout the school year in order to ensure student and staff preparedness in the event of an emergency. Additionally, each school shall have an emergency response plan that includes, but is not limited to: fire, tornado, earthquake, flood, bomb threat, and armed intrusion. This plan should be kept in a secure place within the school where all members of the school safety team are able to access it.

Schools are required to conduct the following drills annually:

- One fire drill requiring full evacuation of the school building every thirty (30) school days during the school year;
- One additional fire drill requiring full evacuation of the school building within the first thirty calendar days of the beginning of the school year (this drill cannot count as the required monthly fire drill);
- One armed intruder drill annually in coordination with local law enforcement;
- One incident command drill conducted without students present;
- One cardio-pulmonary resuscitation (“CPR”) and automated external defibrillator (“AED”) drill annually;
- One emergency safety bus drill conducted without students present, if applicable; and
- Three additional safety drills during the school year, which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.



- If a school lies within 100 miles of the New Madrid Fault Line, at least two of the three additional safety drills required in number above must be an earthquake drill.

Each school must conduct four fire safety educational announcements throughout the year, and the content for the announcements shall be developed by the school. Please see the attached Emergency Drill Announcement Scripts for sample fire safety announcements. Completion of these educational announcements shall be recorded in the Safety Drill Log. Additionally, each school shall have at least one fire safety inspection annually based on the fire safety inspection checklist developed by the Tennessee Fire Marshal's Office.

Annually, schools must also submit a proposed schedule of required safety drills and fire announcements for the upcoming school year in accordance with the deadline set forth in the Commission's reporting calendar.

Completion of Safety Drill Logs

Each authorized charter school shall complete all required documentation immediately following the completion of the drill. A hard copy of the Safety Drill Log contained within these procedures and a safety drill evaluation form shall be kept on file in the school and be available upon request for review. A sample Safety Drill Evaluation Form is contained within these procedures. Additionally, the drill log shall be submitted to the Commission monthly in accordance with the deadlines set forth in the Commission's reporting calendar.

Safety Drill Evaluation Form

Each drill evaluation form should include the following information:

- Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
- Date of drill;
- Start time of drill;
- End time of drill;
- Comments regarding issues encountered during the drill;
- Comments regarding proposed remedies for issues encountered during the drill; and
Name, title, and signature of principal or designee responsible for conducting the drill and ensuring that issues encountered are remedied.

Safety Drill Log

Each drill log entry shall include the following information:



- Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
- Date of drill;
- Start time of drill;
- End time of drill; and
- Name, title, and signature of principal or designee responsible for conducting the drill.



Forms and Appendices

- Safety Drill Evaluation Form – *sample template*
- Sample Emergency Drill Announcement Scripts – *sample announcements*
- Safety Drill Log – *required*



Safety Drill Evaluation Form

School Name: _____

☐ Drill

Date: _____

☐ Real Emergency Event

☐ Fire ☐ Earthquake ☐ Bomb Threat ☐ Lockdown ☐ Armed Intruder

☐ Other: _____

Start Time:	AM PM	Time Building was Completely Evacuated or Locked Down:	AM PM	Time All Students and Staff Accounted For:	AM PM
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FOR EARTHQUAKE AND DRILLS REQUIRING EVACUATION

STUDENT AND STAFF RESPONSE	YES	NO	N/A	NOTES
All students and staff quiet and orderly.				
Staff close doors as they leave (but leave unlocked).				
All staff and students "drop, cover, hold" (earthquake).				
SCHOOL SAFETY TEAM RESPONSE	YES	NO	N/A	NOTES
Restrooms and hallways cleared of students.				
Effective radio/intercom communication.				
All students and staff are accounted for.				
Appropriate first responders contacted immediately.				
BUILDING ISSUES	YES	NO	N/A	NOTES
Emergency alarms/announcements heard in all areas of campus.				



Evacuation assembly area clearly identified and effective for accounting of all staff, students, and guests.				
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FOR DRILLS REQUIRING LOCKDOWN

STUDENT AND STAFF RESPONSE	YES	NO	N/A	NOTES
All students and staff on floor and quiet.				
All classroom doors locked.				
SCHOOL SAFETY TEAM RESPONSE	YES	NO	N/A	NOTES
Announcement on intercom is clear (repeat if necessary).				
All exterior doors locked and lockdown signs posted.				
Restrooms and hallways cleared of students.				
School safety team meets at command center to take appropriate next steps.				
Effective radio/intercom communication.				
Appropriate first responders contacted immediately.				
All students and staff are accounted for.				
BUILDING ISSUES	YES	NO	N/A	NOTES
All door locks functioning properly.				
Intercom can be heard in all areas of campus.				



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Additional Comments: _____

Drill Supervisor Name and Title

Drill Supervisor Signature



Sample Emergency Drill Announcement Scripts

Fire Safety Announcement #1. A fire can break out with little or no warning. The more prepared you are, the safer you will be. Know your emergency evacuation routes at school and at home. Do not forget to identify a secondary evacuation route in case your primary route is not available.

Draft Trauma-Informed Fire Safety Announcement #1. (Insert School Name/Mascot/Family) we want to practice and review ways to stay safe, both at home and school. We will review our 1st Fire Safety Educational Announcement for the (insert dates) school year. The more prepared we are for a possible fire, the safer we will be. Make sure you know the emergency evacuation path at school when you are in your classroom, cafeteria, and special classes. Also, think and plan for a path if you aren't in your classroom at school. Planning and practice keep us safe!

Fire Safety Announcement #2. A fire can break out with little or no warning. The more prepared you are, the safer you will be. Emergency supply kits can help you be prepared. Items to keep in your emergency kit include a flashlight, batteries, first aid kit, whistle, phone lists, paper, pencil, water, and non-perishable snacks.

Draft Trauma-Informed Fire Safety Announcement #2. (Insert School Name/Mascot/Family) we want to practice and review ways to stay safe, both at home and school. We will review our 2nd Fire Safety Educational Announcement for the (insert dates) school year. The more prepared we are for a possible fire, the safer we will be. Emergency supply kits can help us be better prepared. Items we keep in our emergency kits include a flashlight, batteries, first aid kit, whistle, phone lists, paper, pencil, water, and non-perishable snacks like crackers and granola bars. This is why your teachers, here at (name of school), always make sure to take their supply bags outside with them during a fire drill. Planning and practice keep us safe!

Fire Safety Announcement #3. A fire can break out with little or no warning. The more prepared you are, the safer you will be. Smoke detectors should be located on every floor of your home and near all places that you and your family sleep. Smoke detector batteries should be changed on a regular basis.

Draft Trauma-Informed Fire Safety Announcement #3. (Insert School Name/Mascot/Family), we want to practice and review ways to stay safe, both at home and school. We will review our 3rd Fire Safety Educational Announcement for the (insert dates) school year. The more prepared we are for a possible fire, the safer we will be. Smoke detectors should be located on every floor of your home and are installed in every room at our school. Smoke detector batteries should be



changed on a regular basis at home and are regularly checked here at school. Planning and practice keep us safe!

Fire Safety Announcement #4. A fire can break out with little or no warning. The more prepared you are, the safer you will be. Have a meeting location at school and at home where everyone will gather after a fire evacuation. A meeting location will help you quickly verify that everyone made it out safely.

Fire Safety Announcement #5. A fire can break out with little or no warning. The more prepared you are, the safer you will be. Once you evacuate due to a fire, NEVER go back inside a burning building. Once out, stay out. Firefighters will rescue anyone who needs help.

Draft Trauma Informed Fire Safety Announcement #4. (Insert School Name/Mascot/Family), we want to practice and review ways to stay safe, both at home and school. We will review our 4th Fire Safety Educational Announcement for the (insert dates) school year. The more prepared we are for a possible fire, the safer we will be. Knowing the meeting location at school and knowing to look for the closest trusted adult if separated from your homeroom is important. A meeting location helps us quickly check to make sure everyone made it out safely. This is why here at school you all meet with your teacher or trusted adult far away from the building to check roll. This is why we are silent and adults signal when we know everyone is safe. Consider planning a meeting location for times when you are not at school. Once you leave because of a real fire, NEVER go back inside a building that is still burning. Once you are safely outside, stay outside, and away from the building. Firefighters will rescue anyone who needs help. Planning and practice keep us safe!



Safety Drill Log

School Name: _____

School Year: _____

Use the log below to record all necessary information for each drill conducted throughout the school year. You may add multiple drills per month, as there will be times when more than one (1) drill occurs during a calendar month. In accordance with the [Charter Commission's LEA Procedures](#), the drill log is due to the Charter Commission every month in accordance with the reporting calendar. The following drills are required:

1 st 30 Days Fire Drills	Fire Drills	Fire Safety Inspection	AED and CPR Drill	Armed Intruder Drill	Incident Command Drill	Additional Drills
Two (2)	At least one every thirty school days + four fire safety announcements	At least one based on the fire safety inspection checklist developed by the TN Fire Marshal's Office	At least one	At least one	At least one	At least three

The following drills are required if the additional criteria are met:

Earthquake Drill	Emergency Bus Drill
At least two (2) for any school that lies within 100 miles of the New Madrid Fault Line (*counts toward "additional drills")	At least one (1) for any charter school that provides school bus transportation



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Drill Period	Drill Type	Evacuation (Yes/No)	Date	Start Time	End Time	Supervisor Name and Title	Signature
August Fire Drill #1							
August Fire Drill #2 & Other Drills							
September							
October							



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Drill Period	Drill Type	Evacuation (Yes/No)	Date	Start Time	End Time	Supervisor Name and Title	Signature
November							
December							
January							
February							



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Drill Period	Drill Type	Evacuation (Yes/No)	Date	Start Time	End Time	Supervisor Name and Title	Signature
March							
April							
May							

Fire Safety Announcement Dates: (1) _____ (2) _____ (3) _____ (4) _____