

# Safety Drill Documentation

## 2023-2024 School Year

District: Goodrich Area Schools

Building: **Reid Elementary**

Principal/Administrator: **Kate Jordan**

### FIRE:

|   |                  |                |  |
|---|------------------|----------------|--|
| <b>Drill #1 of 5</b> (by Dec. 1)  | Date: 9/12/2023  | Time: 10:00 am | Conducted by: Deputy Comeau, Kate Jordan & Staff |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom                                  |                  |                |  |
| <b>Drill #2 of 5</b> (by Dec. 1)  | Date: 10/18/2023 | Time: 2:00 pm  | Conducted by: Deputy Comeau, Kate Jordan & Staff |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom                       |                  |                |  |
| <b>Drill #3 of 5</b> (by Dec. 1)  | Date: 11/9/2023  | Time: 10:00 am | Conducted by: Kate Jordan & Staff                |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom                                  |                  |                |  |
| <b>Drill #4 of 5</b> (after Dec. 1)   | Date: 4/15/2024  | Time: 2:00 pm  | Conducted by: Kate Jordan & Staff                |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom                       |                  |                |  |
| <b>Drill #5 of 5</b> (after Dec. 1)   | Date:            | Time:          | Conducted by:                                    |
| Check, if applicable: <input checked="" type="checkbox"/> Recess <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom |                  |                |  |
| <b>Extra Drill</b>  | Date: 1/29/2024  | Time: 2:45 pm  | Conducted by: Kate Jordan & Staff                |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom                       |                  |                |  |
| <b>Extra Drill</b>  | Date:            | Time:          | Conducted by:                                    |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom                                  |                  |                |  |
| <b>Extra Drill</b>  | Date:            | Time:          | Conducted by:                                    |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom                                  |                  |                |  |

### TORNADO:

|   |                 |               |  |
|---|-----------------|---------------|--|
| <b>Drill #1 of 2</b> (at any time)  | Date:           | Time:         | Conducted by:                                    |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom |                 |               |  |
| <b>Drill #2 of 2</b> (in March)   | Date: 3/20/2024 | Time: 1:00 pm | Conducted by: Deputy Comeau, Kate Jordan & Staff |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom            |                 |               |  |
| <b>Extra Drill</b>  | Date:           | Time:         | Conducted by:                                    |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom            |                 |               |  |

### LOCK DOWN OR SHELTER IN PLACE:

|   |                 |               |                                   |
|---|-----------------|---------------|-----------------------------------|
| <b>Drill #1 of 3</b> (by Dec. 1)  | Date: 9/8/2023  | Time: 3:15 pm | Conducted by: Kate Jordan & Staff |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Outside of classroom |                 |               |                                   |
| <b>Drill #2 of 3</b> (after Jan. 1)   | Date:           | Time:         | Conducted by:                     |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom            |                 |               |                                   |
| <b>Drill #3 of 3</b> (at any time)  | Date: 12/5/2023 | Time: 2:00 pm | Conducted by: Kate Jordan & Staff |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom            |                 |               |                                   |
| <b>Extra Drill</b>  | Date:           | Time:         | Conducted by:                     |
| Check, if applicable: <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Outside of classroom            |                 |               |                                   |

Principal or designee signature: \_\_\_\_\_ *Signature on File*

I verify that the listed drills were conducted on the noted dates and times.