

Dates: From _____ to _____

Wisconsin School District Record of Fire / Tornado / School Safety / Other Evacuation Drills

School District Name: _____

School Name: _____ Municipality: _____ County: _____

School Address: _____

Date of Drill	Time of Drill	Evacuation Time (min/sec)	# Students	# Adults	Fire Dept Invited?	Type of Drill (Fire, Tornado, School Safety, Other)	Evacuation Drill Remarks (Attach sheet if necessary.)
					Y/N		

On this form, or as an attachment, please note any deficiencies concerning: (1) the performance of alarm equipment; (2) staff functions; (3) student performance; (4) obstructions; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. Use of this form is mandated per section 118.07 (2) (b) of the Wisconsin Statutes for annual reporting to the fire department. The person having direct charge of the school is responsible for ensuring corrections of deficiencies.

School Official's Signature: _____ Title: _____ Date: _____

See other side

Emergency Drills (K-12 Schools)

118.07 Health and safety requirements.	2009 NFPA 1
<p>(2)(a) Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building in case of a fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation to a safe location in case of a tornado or other hazard. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation or other appropriate action in case of a school safety incident. The public and private school safety drill shall be based on the school safety plan adopted under s. 118.07 (4). A safety drill may be substituted for any other drill required under this paragraph. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill, tornado or other hazard drill, and school safety drill conducted.</p> <p>(b) In each community having a recognized fire department, the person having direct charge of any public or private school shall annually file a report pertaining to such drills, on a form furnished by the department of safety and professional services, with the chief of the fire department. When no fire drill is held during any month, or when only one or no tornado or other hazard drill is held in a year, the person having direct charge of the school shall state the reasons in the report.</p> <p>(4)(a)1. Each school board and the governing body of each private school shall have in effect a school safety plan for each public or private school in the school district within 3 years of May 27, 2010. NOTE: Subd. 1. is affected by 2009 Wis. Acts 28 and 309. The 2 treatments are mutually inconsistent. Subd. 1. is shown as affected by the last enacted act, 2009 Wis. Act 309. As affected by 2009 Wis. Act 28, it reads: 1. Each school board and the governing body of each private school shall have in effect a school safety plan for each public or private school in the school district within 3 years of July 1, 2009. 2. If a school district is created or a public or private school opens after May 27, 2010, the school board or governing body of the private school shall have in effect a school safety plan for each public or private school within 3 years of its creation or opening. NOTE: Subd. 2. is affected by 2009 Wis. Acts 28 and 309. The 2 treatments are mutually inconsistent. Subd. 2. is shown as affected by the last enacted act, 2009 Wis. Act 309. As affected by 2009 Wis. Act 28, it reads: 2. If a school district is created or a public or private school opens after July 1, 2009, the school board or governing body of the private school shall have in effect a school safety plan for each public or private school within 3 years of its creation or opening.</p> <p>(b) A school safety plan shall be created with the active participation of appropriate parties, as specified by the school board or governing body of the private school. The appropriate parties may include local law enforcement officers, fire fighters, school administrators, teachers, pupil services professionals, as defined in s. 118.257 (1) (c), and mental health professionals. A school safety plan shall include general guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery. The plan shall also specify the process for reviewing the methods for conducting drills required to comply with the plan.</p> <p>(c) The school board or governing body of the private school shall determine which persons are required to receive school safety plan training and the frequency of the training. The training shall be based upon the school district's or private school's prioritized needs, risks, and vulnerabilities.</p> <p>(d) Each school board and the governing body of each private school shall review the school safety plan at least once every 3 years after the plan goes into effect. History: 1971 c. 164 s. 85; 1975 c. 39; 1981 c. 373; 1987 a. 27; 1995 a. 27 ss. 3938, 9116 (5); 2005 a. 220, 221; 2007 a. 79, 97; 2009 a. 28 ss. 2258m, 2258n, 2297n; 2009 a. 44, 302; 2009 a. 309 ss. 3, 4, 15; 2011 a. 32, 81; s. 13.92 (1) (bm) 2.</p>	<p>10.6* Fire Drills.</p> <p>10.6.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this <i>Code</i> shall be conducted as specified by the provisions of Chapter 20 of this <i>Code</i> or Chapters 11 through 42 of NFPA 101, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [101:4.7.1]</p> <p>10.6.2* Drill Frequency. Emergency egress and relocation drills, where required by Chapter 20 of this <i>Code</i> or Chapters 11 through 42 of NFPA 101, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]</p> <p>10.6.3 Competency. Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership.</p> <p>10.6.4 Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. [101:4.7.3]</p> <p>10.6.5* Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. [101:4.7.4]</p> <p>10.6.6 Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [101:4.7.5]</p> <p>10.6.7* A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [101:4.7.6]</p> <p>20.2 Educational Occupancies.</p> <p>20.2.4.2 Emergency Egress Drills.</p> <p>20.2.4.2.1* Emergency egress drills shall be conducted in accordance with Section 10.6 and the applicable provisions of 20.2.4.2.3 as otherwise provided in 20.2.4.2.2. [101:14.7.2.1; 101:15.7.2.1]</p> <p>20.2.4.2.2 Approved training programs designed for education and training and for the practice of emergency egress to familiarize occupants with the drill procedure, and to establish conduct of the emergency egress as a matter of routine, shall be permitted to receive credit on a one-for-one basis for not more than four of the emergency egress drills required by 20.2.4.2.3, provided that a minimum of four emergency egress drills are completed prior to the conduct of the first such training and practice program. [101:14.7.2.2; 101:15.7.2.2]</p> <p>20.2.4.2.3 Emergency egress drills shall be conducted as follows:</p> <ol style="list-style-type: none"> (1) Not less than one emergency egress drill shall be conducted every month the facility is in session, unless both of the following criteria are met: <ol style="list-style-type: none"> (a) In climates where the weather is severe, the monthly emergency egress drills shall be permitted to be deferred. (b) The required number of emergency egress drills shall be conducted, and not less than four shall be conducted before the drills are deferred. (2) All occupants of the building shall participate in the drill. (3) One additional emergency egress drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation. [101:14.7.2.3; 101:15.7.2.3] <p>20.2.4.2.4 All emergency drill alarms shall be sounded on the fire alarm system. [101:14.7.2.4; 101:15.7.2.4]</p>