Safety Drill Documentation  
2016-2017 School Year 

District: Genesee Intermediate School District 
Building: Marion D. Crouse Instructional Center 
Principal/Administrator: Sue O’Brien, Principal; Charlie Richards/Nancy Glady, Teacher Consultants/Designee 

FIRE: 

Drill #1 of 5 (by Dec. 1)  
Date: September 22, 2016  
Time: 10:30 a.m.  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Drill #2 of 5 (by Dec. 1)  
Date: October 12, 2016  
Time: 1:30 p.m.  
6 min 43 sec  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Drill #3 of 5 (by Dec. 1)  
Date: November 2, 2016  
Time: 8:50 a.m.   
3:56 - Staff  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom  
Staff ONLY!!! 

Drill #4 of 5 (after Dec. 1)  
Date: March 7, 2017  
Time: 10:00 AM  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Drill #5 of 5 (after Dec. 1)  
Date: April 18, 2017  
Time: 1:00 p.m.  
5 minutes  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☒ Lunch ☐ Outside of classroom 

Extra Drill  
Date:  
Conducted by:  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Extra Drill  
Date:  
Time:  
Conducted by:  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Extra Drill  
Date:  
Time:  
Conducted by:  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

TORNADO: 

Drill #1 of 2 (at any time)  
Date: Aug 16, 2016  
Time: 10:15 a.m.  
7 minutes  
Conducted by: C Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Drill #2 of 2 (in March)  
Date: March 16, 2017  
Time: 10:30 a.m.  
4 minutes  
Conducted by: C Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Extra Drill  
Date: April 19, 2017  
Time: 1:00 p.m. – 5 minutes  
Conducted by: Charlie Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

LOCK DOWN OR SHELTER IN PLACE: 

Drill #1 of 3 (by Dec. 1)  
Date: October 18, 2016  
Time: 9:45 a.m.  
5 min 27 sec  
Conducted by: C Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Drill #2 of 3 (after Jan. 1)  
Date: January 27, 2017  
Time: 8:33 a.m.  
5 minutes  
Conducted by: C. Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom-With Staff 

Drill #3 of 3 (at any time)  
Date: May 24, 2017  
Time: 8:30 a.m.  
4 minutes 30 sec  
Conducted by: C Richards  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom  
STAFF ONLY 

Extra Drill  
Date:  
Time:  
Conducted by:  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom 

Principal or designee signature: ___________________  Signature on File ____________________ 

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