

2023-2024 SCHEDULE OF DRILLS HELD/TO BE HELD AT

Rutherford Winans Academy

FIRE DRILLS

Date/Time	Evacuation Time	Conducted By	Principal or Designee Signature
1) 9/8/23 2:00pm	2:03pm ^{3mins}	Anthony Gaines, Jr	
2) 10/9/23 9:00am	9:04am ^{4mins}	Anthony Gaines, Jr	
3) 11/2/23 12:55pm	12:59pm ^{4mins}	Anthony Gaines, Jr	
4) 5/7/24 2:15p	2:18pm ^{3mins}	Anthony Gaines, Jr	
5) 6/5/24 9:15a	9:18a ^{3mins}	Anthony Gaines, Jr.	

*3 drills must occur before Dec. 1 with a reasonable interval between each drill.

TORNADO DRILLS

Date/Time	Time to Shelter	Conducted By	Principal or Designee Signature
1) 10/13/2023 2:30pm	2:38pm ^{8min.}	Anthony Gaines, Jr.	
2) 3/1/24 9:15am	9:18am	Dr. Ingra Howard	

At least one tornado drill needs to take place in March.

LOCK DOWN/SHELTER IN PLACE DRILLS

Drill #1 – At least 1 drill by Dec. 1 and one after Jan. 1.

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
11/17/23	1:15pm	1:18pm	Dr. Howard, Principal	

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Dr. Ingra Howard - Principal

Name and Title: Vanessa Staton - Office Manager

Drill #2

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
2/14/24	2:00pm	2:04pm	Dr. Howard, Principal	

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Dr. Ingra Howard - Principal

Name and Title: Vanessa Staton - Office Manager

Drill #3

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
3/12/24	10:00am	10:04am	Dr. Howard, Principal	

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Ingra Howard, Principal

Name and Title: JOHNNY HILL, DEAN OF STUDENTS