

2024/2025 SCHEDULE OF DRILLS HELD/TO BE HELD AT

Rutherford Winans Academy

FIRE DRILLS

Date/Time	Evacuation Time	Conducted By	Principal or Designee Signature
*1) 8/29/24 2:30 p	2:32 p	<i>Anthony Gaines</i>	<i>[Signature]</i>
*2) 9/27/24 10 a	10:03 a	<i>Anthony Gaines</i>	<i>[Signature]</i>
*3) 10/28/24 12:55 p	12:59 p	<i>Anthony Gaines</i>	<i>[Signature]</i>
4)			
5)			

*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) 9/23/24 2:30 p	2:34 p	<i>Anthony Gaines</i>	<i>[Signature]</i>
2) 3/21/25 9:15 a	9:17 a	<i>Vickie Ford</i>	<i>[Signature]</i>

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
9/25/24	1:15 p	1:18 pm	<i>Anthony Gaines</i>	<i>[Signature]</i>

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Anthony Gaines - maintenance

Name and Title: Vanessa Stator - office manager

Drill #2

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
2/7/25	2:00 pm	2:03 pm	<i>Vickie Ford Janitor</i>	<i>[Signature]</i>

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Vickie Ford (Janitor)

Name and Title: Vanessa Stator - office manager

Drill #3

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
3/5/25	10:00 am	10:04 am	<i>Vickie Ford Janitor</i>	<i>[Signature]</i>

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: Vickie Ford Janitor

Name and Title: Vanessa Stator - office manager