

# Genesee Intermediate School District

## Safety Drill Documentation

### 2023-2024 School Year

District: Genesee Intermediate School District

Building: **Marion D. Crouse Instructional Center (MCIC)**

Principal/Administrator: **Paula Greenwood**

#### FIRE:

**Drill #1 of 5** (by Dec. 1) Date: July 13, 2023 Time: 10:00 AM 6min 27 sec Conducted by: Alexis O'Kelly  
Check, if applicable: ☐ Recess ☐ Lunch ☒ Outside of classroom

**Drill #2 of 5** (by Dec. 1) Date: August 9, 2023 Time: 1:00 PM 6 min 12 sec Conducted by: Nancy Gladys  
Check, if applicable: ☐ Recess ☐ Lunch ☒ Outside of classroom

**Drill #3 of 5** (by Dec. 1) Date: September 12, 2023 Time: 1:00 PM 5 min 43 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☒ Outside of classroom

**Drill #4 of 5** (after Dec. 1) Date: April 24, 2024 Time: 1:15 PM 5 min 56 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☒ Outside of classroom

**Drill #5 of 5** (after Dec. 1) 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

**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: September 21, 2023 Time: 10:30 AM 2 min 22 sec Conducted by: Paula Greenwood  
Check, if applicable: ☒ Recess ☐ Lunch ☒ Outside of classroom

**Drill #2 of 2** (in March) Date: March 20, 2024 Time: 1:00 PM 3 min 10 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom

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

#### LOCK DOWN OR SHELTER IN PLACE:

**Drill #1 of 4** (by Dec. 1) Date: October 24, 2023 Time: 1:15 PM 2 min 45 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom

**Drill #2 of 4** (after Jan. 1) Date: January 18, 2024 Time: 1:00 PM 4 min 39 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom

**Drill #3 of 4** (at any time) Date: April 16, 2024 Time: 10:45 AM 5 min 28 sec Conducted by: Paula Greenwood  
Check, if applicable: ☐ Recess ☐ Lunch ☐ Outside of classroom

**Drill #4 of 4** (ALICE w/staff) 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.

Revised June 2023