

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR 2018-2019

A minimum of five (5) fire drills are required for each school year. Three of the five are to be held by December 1 of the school year; two are to be held during the remaining part of the school year, with reasonable spacing between each drill.

- A minimum of two (2) tornado drills are required for each school year; at least one is to be conducted during March of the school year.
- A minimum of three (3) lockdown drills are required each school year; at least one is to be conducted by December 1 of the school year; at least one is to be conducted after January 1, with a reasonable spacing between each drill.
- At least one of the drills must be held during a lunch or recess period, or at a time when a significant number of students are not gathered in the classroom.

**SCHOOL:** **ST. EDITH SCHOOL:**

**CITY:** **LIVONIA**

**ADMINISTRATOR'S SIGNATURE:** \_\_\_\_\_

**DATE:**

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. August 30, 2018	1:00 pm	70 seconds	210	First drill of the year. Students did a good job moving through the school
2. September 7, 2018	12:30 pm	70 seconds	210	Good job. Students moved quickly
3. September 7, 2018	12:40 pm	40 seconds	210	Alarm went back off as students were entering building. All went back outside to position.
4. October 29, 2018	10:10 am	65 seconds	210	Students did a good job exiting building. All quiet and orderly
5. may 23, 2019	12:47 pm	80 seconds	180	Students did a good job exiting. Quiet and orderly.

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 10/5/2018	12:00 pm	2 minutes	200	First drill of year. No preschool or first grade in building. Students did good job
2. 3/27/2019	1:00 pm	2 minutes	190	All Michigan fire drill requirement. Students did a great job moving quietly through building

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. 11/29/2018	12:15 pm	Lockdown intruder drill	200	First intruder drill. Students were quiet and followed directions. Two doors unlocked.
2. 5/13/2019	10:45 am	Lockdown intruder drill	220	Students were quiet and followed direction. No unlocked doors.
3. 5/20/2019	9:40 am	Lockdown intruder drill	220	Students were quiet and followed directions. All doors were locked

Keep a copy on file for Fire Inspector and Central School Office information.  
At end of school year, mail copy of the form to: 305 Michigan Avenue - 7th floor

Phys. Ed., Health/Safety Office  
Detroit, MI. 48226