

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR 2022-2023

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. 8/25/2022	1:00 pm	50 seconds	200	Students did good listening to directions as they moved in the school and to the outside
2. 10/11/2022	10:03 AM	1:30 minutes	200	Students were in specials and scattered throughout the building. Took a little longer than normal because of that.
3. 11/8/2022	11:15 am	1 minute 10 seconds	200	Students and staff were at lunch and in different areas of the building and school grounds. Students listened to staff and lunch parents.
4. 1/11/2023	8:15 am	1 minute 10 seconds	200	Great job by all staff and students
5. 3/16/2023	11:15 AM	1 minute 34 seconds	200	Held during lunch. Students did a good job
<b>Tornado</b>				
1. 9/20/2022	8:30 am	3 minutes 30 seconds	200	First tornado drill. Took longer than normal for students to get into position.
2. 3/21/2023	1:00 pm	1 minute 35 seconds	200	2 <sup>nd</sup> drill. Students moved to areas correctly.
<b>Lockdown</b>				
1. 9/9/2022	2:00 pm	3 minutes to check building	200	Good job. Used new walkie system for staff.
2. 1/5/2023 Rescheduled	10:15 am	3 minutes	200	Good job. Students did well
3. 2/7/2023	1:10 pm	1.30 minutes	200	Good

Keep a copy on file for Fire Inspector and Central School Office information.

Phys. Ed., Health/Safety Office

At end of school year, mail copy of the form to: 305 Michigan Avenue - 7th floor Detroit, MI 48226