FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM

ACADEMIC YEAR 2018 – 2019

*__Public Act 187__ states in part that schools must conduct **five fire drills** (3 of the 5 are to be held by December 1)**, two tornado drills** (at least one is to be conducted during March) **and three shelter-in-place drills** (at least one is to be conducted after January 1). A minimum of one of the ten 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: Most Holy Trinity School

CITY: Detroit, MI

ADMINISTRATOR'S SIGNATURE: _____ **DATE:** _____

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. September 7, 2018	9:00am	4:14	151	Walky-Talkies were not charged; evacuation procedures were not successful.
2. October 24, 2018	2:10pm	4:14	137	New evacuation procedures per fire marshal were successful.
3. November 29, 2018	12:10pm	3:38	141	New evacuation procedures per fire marshal were successful.
4.				
5.				

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1.				
2.				

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. November 16, 2018	9:00am	Active shooter/Armed Intruder	142	Review that all doors are locked, lights are off and students are accounted for
2. December 20, 2018	1:25pm	Active shooter/Armed Intruder	145	Review that all doors are locked and students are quiet in classrooms
3.				

Post a copy of this file on your school website.
At end of school year, mail copy of the form to:

Phys. Ed., Health/Safety Office
305 Michigan Avenue - 7th floor
Detroit, MI. 48226