

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) 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. Lawrence Catholic School **CITY:** Utica

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

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 9/11/2018	2:00 p.m.	5:20	743	All went well
2.				
3.				
4.				
5.				

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1.				
2.				
3.				(during lunch

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

Keep a copy on file for Fire Inspector and Central School Office information.
At end of school year, mail copy of the form to:

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