

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM
FOR ACADEMIC YEAR 2019-2020**

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. 9/19/19	10:30	5:41	746	All went well
2. 10/15/19	2:00	4:20	724	All went well
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. 10/8/19	3:00	Inside intruder	750	Communication concern
2. 2/3/20	10:30	Inside intruder	766	Used the overhead speakers
3.				
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 9/23/19	10:30	4:02	731	All went well
2. 3/12/20	11:30	5:00	734	All went well

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