

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM  
FOR ACADEMIC YEAR 2020-2021**

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: LD DATE \_\_\_\_\_

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 9/24/20	10:00	4:30	819	All went well
2. 10/28/20	10:45	5:00	800	All went well
3. 4/22/21	2:00	5:50	781	All went well
4. 4/30/21	11:00	5:53	772	All went well
5. 5/12/21	11:00	4:47	778	All went well
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. 1/20/21	1:30	intruder	750	All went well
2. 2/10/21	2:30 pm	intruder	744	All went well
3. 2/26/2021	2:15	intruder	768	All went well
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 4/19/2021	11:00	3:00	763	Gym?
2. 4/30/21	10:30	2:30	772	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