

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

ADMINISTRATOR'S SIGNATURE: LD Mrs. DiMercurio DATE 09/20/2022

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 9-20-22	2:30	6:51	843 + staff	Fire dept came, issue with alarm
2. 9-28-22	10:30	6:01	862+staff	No issues
3. 10-24-22	2:10	6:13	908+staff	No issues
4. 4-18-23	2:00	6:00	902+staff	No issues
5. 5-5-23	10:30	6:05	910+staff	No issues
Shelter in Place	Time of Drill	Reason For Drill	Number of People	Comments
1. 11-18-22	11:00	internal	980	All went well
2. 3-16-23	1:45	internal	982	All went well
3. 4-17-23	11:00	internal	975	All went well
Tornado Drill		Minutes to evacuate	Number of People	Comments
1. 3-20-23	12:30	2:00	980	All went well
2. 4-20-23	11:00	2:20	985	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