

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM
FOR ACADEMIC YEAR 2023-2024**

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 09/21/23

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 9-21-23	11:00	5:00	1,002 with staff	No issues
2. 9-22-23	2:30	1:33	1,006 with staff	No issues
3. 4-15-24	2:35	1:30	1,050 with staff	No issues
4.				
5.				

Shelter in Place	Time of Drill	Reason For Drill	Number of People	Comments
1. 10-26-23	11:15	scheduled	1,002	No issues
2. 11-13-23	2:45	scheduled	1,002	No issues
3.				

Tornado Drill		Minutes to evacuate	Number of People	Comments
1. 3-4-24	11:00	8 minutes	980	Moved a few classes
2. 4-15-24	2:50	7 miuntes	1,050	No issues

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