

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM
FOR ACADEMIC YEAR 2015 - 2016**

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: Sacred Heart Catholic School

CITY: Dearborn, MI

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

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. September 1, 2015	2:30 p.m.	4:05	245	First fire drill of the school year
2. September 22, 2015	10:30 a.m.	4:39	223	During fire drill one exit (G3 Door) was blocked; one student held back to test fire drill attendance
3. October 2, 2015	12:05 p.m.	4:01	240	Student were in process of going to lunch/recess
4. November 9, 2015	2:03 p.m.	3:57	236	
5. April 7, 2016	8:40 a.m.	2:25	235	Late bus arriving at time of fire drill; students followed fire drill procedures
6. May 6, 2016	2:40 p.m.	3:27	234	

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. November 16, 2015	11:43 a.m.	Inside intruder	238	First lock down of the school year Dearborn Police Officer Nick Zubok observed lockdown
2. December 5, 2015	9:14 a.m.	Inside intruder	234	
3. March 14, 2016	3:10 p.m.	Inside intruder	230	
4. April 21, 2016	2:40 p.m.	Outside intruder	237	

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. October 21, 2015	2:15 p.m.	3:48	234	First tornado drill of the school year
2. March 17, 2016	8:45 a.m.	3:18	224	

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