

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM
FOR ACADEMIC YEAR 2016 - 2017**

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, 2016	2:40 p.m.	4:05	245	First fire drill of the school year
2. October 21, 2016	9:15 a.m.	3:20	246	
3. November 2, 2016	11:28 a.m.	2:42	244	
4.				
5.				
6.				

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. September 13, 2016	2:43 p.m.	Outside intruder	248	First lock down of the school year
2. October 28, 2016	2:55 p.m.	Insider intruder	117	Please note grades 5-8 off campus at field trip
3.				
4.				

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. September 30, 2016	10:15 a.m.	4:55 minutes	252	First tornado drill of the year
2. March 20, 2017	10:16 a.m.	3:38 minutes	207	

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