

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM
FOR ACADEMIC YEAR 2014 - 2015**

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. August 28, 2014	11:02 a.m.	3:40	187	First fire drill of the school year
2. September 3, 2014	12:05 p.m.	3:01	192	Fire drill done during class exchange/recess lunch time
3. September 19, 2014	9:37 a.m.	2:42	192	
4. April 14, 2015	2:30 p.m.	2:04	181	During fire drill one exit (G2 Door) was blocked
5. May 8, 2015	10:11 a.m.	1:57	108	During fire drill one exit (G3 Door) was blocked; Grs 5-8 on field trip
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. August 19, 2014	1:21 p.m.	Off-site evacuation	30	Off-site evacuation
2. October 3, 2014	2:05 p.m.	Intruder - outside	190	Outside intruder
3. January 13, 2015	10:04 a.m.	Intruder – inside	179	Inside intruder
4. March 12, 2015	11:15 a.m.	Intruder – inside	189	Inside intruder during Class transition time
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. September 5, 2014	2:11 p.m.	3:04 minutes	186	All students took shelter in the tunnel
2. March 11, 2015	11:57 a.m.	4:07 minutes	180	Preschool was outside & brought it to the safe location to practice
3. May 16, 2016	2:01 p.m.	3:01 minutes	190	This was the all-state of Michigan designated tornado drill

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