

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM  
FOR ACADEMIC YEAR 2017 - 2018**

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 31, 2017	8:50 a.m.	3:10	243	First fire drill of the school year
2. September 15, 2017	2:20 p.m.	2:47	232	
3. October 23, 2017	11:05 a.m.	2:05	238	
4. February 21, 2018	12:00 p.m.	4:17	231	Fire drill done during recess/lunch time
5.				
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. September 14, 2017	12:45 p.m.	Outside intruder	244	First lockdown of the school year; During recess/lunch time
2. November 21, 2017	2:50 p.m.	Inside intruder	228	
3.				
4.				
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. September 5, 2017	3:23 p.m.	3:15 p.m.	242	First tornado drill of the year
2.				

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