

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR 2023-2024

**\*Public Act 187** states in part that schools must conduct **five fire drills** (3 of the 5 are to be held by December 1), **two tornado drills** (at least one is to be conducted during March) **and three shelter-in-place drills** (at least one is to be conducted after January 1). A minimum of one of the ten 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. Augustine                     **CITY:**                     Richmond                    

**ADMINISTRATOR'S SIGNATURE:** Emily Lenn

**DATE:** September 1, 2023

| Date of Fire Drill             | Time of drill | Minutes to evacuate                                     | Number of people evacuated | Comments   |
|--------------------------------|---------------|---|----------------------------|--|
| 1. 09/12/2023                  | 10:45am       | 1 minute 44 seconds                                     | 202                        | Need to stay in straight lines with their grade & less talking |
| 2. 10/04/2023                  | 2:10pm        | 1 minute 30 seconds                                     | 200                        | one student in hall and went with another class; very mooth    |
| 3. 11/13/2023                  | 9:00am        | 1 minute 32 seconds                                     | 180                        | very quick and quiet   |
| 4.                             |               |   |                            |  |
| 5.                             |               |   |                            |  |
| Date of Shelter-in-Place Drill | Time of drill | Reason for drill<br>(i.e. hazardous, weapons, intruder) | Number of people sheltered | Comments   |
| 1. 09/28/2023                  | 2:15pm        | Lock Down   | 200                        | pretty smooth  |
| 2. 11/15/2023                  | 10:00am       | Lock Down   | 210                        | very quick; third grade had a locking door issue               |
| 3. 02/12/2024                  | 12:50pm       | Lock Down   | 190                        | went very well   |
| Date of Tornado Drill          | Time of drill | Minutes to shelter                                      | Number of people sheltered | Comments   |
| 1. 10/26/2023                  | 11:10am       | 1 minute 40 seconds                                     | 204                        | Middle School was confused and did not know where to go        |
| 2. 03/04/2024                  | 12:50pm       | 1 minute 25 seconds                                     | 210                        | Excellent  |
| 3. 03/25/2024                  | 10:05am       | 1 minute 20 seconds                                     | 205                        | Very smooth; no talking at all                                 |
| 4.                             |               |   |                            |  |
| Date of Church Drill           | Time of Drill | Minutes to evacuate                                     | Number of people sheltered | Comments   |
| 1. 01/11/2024                  | 9:15am        | 1 minute 23 seconds                                     |                            | very smooth despite snow and ice                               |

**Post a copy of this file on your school website.  
At end of school year, mail copy of the form to:**

**305 Michigan Avenue - 7th floor  
Detroit, MI. 48226**