

# 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 smooth
3. 11/13/2023	9:00am	1 minute 32 seconds	180	very quick and quiet
4. 05/02/2024	12:30pm	1 minute 45 seconds	178	upper grades were not efficient in getting outside during lunch
5.				
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (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	182	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