

FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM

FOR ACADEMIC YEAR 2025-2026

***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:

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 09/12/2025	10:45am	1 minute 58 seconds	230	Overall good. Expect a faster evacuation next time.
2. 10/06/2025	2:15 pm	1 minute 49 seconds	227	Drill went smoothly. Students were quiet.
3. 11/18/2025	9:00am	1 minute 40 seconds	235	Very smooth; very quiet going out and coming in
4. 11/20/2025	10:00am	1 minute 30 seconds	230	Quick and smooth; Richmond fire dept was here to evaluate
5.				
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. 9/29/2025	2:15 pm	Intruder (internal threat / barricade)	230	Good. Students were not visible from the hallway and doors were barricaded.
2.				
3.				
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 10/29/2025	11:15am	1 minute 50 seconds	200	1st grade wrong spot; some students were noisy
2.				
3.				
4.				
Date of Church Drill	Time of Drill	Minutes to evacuate	Number of people involved	Comments
1. 10/2/25	9:15 am	1 minute 52 seconds	162 evacuated	Smooth for first drill- back pews should exit first for best traffic flow
2. 10/23/25	9:15 am	N/A	165 people sheltered	Duck/Cover drill- practiced twice.

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

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