

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR 2024-2025

**\*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. 09/11/2024	10:45am	1 minute 50 seconds	240	Bottle nosed near ramp and slight talking in that area
2. 10/04/2024	2:15pm	1 minute 45 seconds	235	All went smoothly.
3. 11/12/2024	9:00am	1 minute 31 seconds	232	very quiet & quick
4. 4/30/25	12:30 pm		234	Went smoothly; students in cafeteria talking
5.				
Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. 09/30/2024	2:15pm	internal threat - barricade	230	Very smooth
2. 11/22/2024	10:00am	evacuation 1 minute 34 seconds	224	quick and efficient 4 minutes for entire drill
3. 02/25/2025	12:50pm	external threat	232	all went well
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 10/29/2024	10:50am	2 minutes	235	Quick, quiet
2. 03/11/2025	1:00pm	1 minutes 35 seconds	244	went smooth; very quiet
3. 03/28/25	10:00 am	1 minute 38 seconds	248	smooth drill, orderly & quiet
Date of Church Drill	Time of Drill	Minutes to evacuate	Number of people sheltered	Comments
1.				

**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**