

# 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      | 2 minutes 10 seconds                                    | 234                        | Went smoothly; students in cafeteria talking           |
| 5. 5/12/2025                   | 11:15am       | 1 minute 45 seconds                                     | 230                        | Quick and quiet  |
| Date of Shelter-in-Place Drill | Time of drill | Reason for drill<br>(i.e. hazardous, weapons, intruder) | Number of people sheltered | Comments   |
| 1. 09/30/2024                  | 2:15pm        | internal threat - barricade                             | 230                        | Very smooth  |
| 2. 11/22/2024                  | 10:00am       | evacuation<br>1 minute 34 seconds                       | 224                        | quick and efficient<br>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   |
|                                |               |   |                            |  |

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