

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	10:45 am	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	9:00 am	1 minute 40 seconds	235	Very smooth; very quiet going out and coming in
4. 11/20/2025	10:00 am	1 minute 30 seconds	230	Quick and smooth; Richmond fire dept was here to evaluate
5. 03/10/2026	10:00 am	1 minute 32 seconds	215	drill went well; some talking

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. 11/25/2025	10:00 am	internal threat/evacuate	220	overall good
3. 02/23/2026	12:50 pm	external threat	230	music room door not barricaded

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. 10/29/2025	11:15 am	1 minute 50 seconds	200	1st grade wrong spot; some students were noisy
2. 03/11/2026	1:00 pm	1 minute 40 seconds	210	3rd grade were talking; quicker than last one
3. 03/27/2026	10:00 am	1 minute 32 seconds	207	smooth

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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