

Fire, Tornado, and Shelter-in-Place Drill Report Form

School Name: University Prep Science & Math Elementary School

Academic Year 2015-2016

School Administrator Signature: Kimberly Phillips

*****MCL 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1), 2 tornado drills (1 in March), 3 shelter-in-place drills (1 by Dec. 1, 1 after Jan. 1, 1 your choice). One drill must be during lunch, recess, or another time when students are gathered outside of the classroom.*****

FIRE (5 total):

3 Fire Drills Before December 1:

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 5	9-9-15	9:12 a.m.	Jermaine Rock	<i>Kimberly Phillips</i>	need improvement
2 of 5	10-14-15	9:00 a.m.	Jermaine Rock	<i>Kimberly Phillips</i>	much better 3min
3 of 5	11-18-15	9:00 a.m.	Jermaine Rock	<i>Kimberly Phillips</i>	Time - 3 mins.

2 Fire Drills after December 1:

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
4 of 5	12-16-15	9:10 a.m.	Jermaine Rock	<i>Kimberly Phillips</i>	Excellent Job/Time - 2 mins.
5 of 5	2-10-16	9:05am	B. Watson	<i>Kimberly Phillips</i>	Great Job! 3 mins

TORNADO (2 total):

1 Tornado Drill in March:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 2	3-9-16	9:05am	Dean Scott Hill Scott	<i>Kimberly Phillips</i>	working on new plan for special classes

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	4-20-16	12:15	J. Rock	<i>Kimberly Phillips</i>	excellent execution!

SHELTER-IN-PLACE (3 total):

1 Shelter-in-Place by December 1:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
1 of 3	9-23-15	10:00 a.m.	Jermaine Rock	<i>Kimberly Phillips</i>	Intruder

1 Shelter-in-Place after January 1:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
2 of 3	1-27-16	1:00 pm	Shera-Hill Scott	<i>Kimberly Phillips</i>	lock down danger outside

1 Additional Shelter-in-Place:

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
3 of 3	5-11-16	9:05 am	J. Rock	<i>Kimberly Phillips</i>	Intruder

***Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside of the classroom?

Drill Type (Fire, Tornado, Shelter)	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Lunch, Recess, other? Please specify
Tornado	4-20-16	12:15	J. Rock	<i>Kimberly Phillips</i>	Lunch