

**University Preparatory Art & Design  
Fire, Tornado, and Shelter-in-Place Drill Report Form**

School Name: University Preparatory Art & Design Middle & High Schools      Academic Year: 2019-2020

School Administrator Signature: Giovanni A. Thomas

\*\*\*\*\*MCL 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1, 2 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	10/9/19	9:30am	Giovannie Thomas	<i>Giovannie A. Thomas</i>	5 minutes, 22 seconds
2 of 5	10/22/19	10:30am	Giovannie Thomas	<i>Giovannie A. Thomas</i>	4 minutes, 34 seconds
3 of 5	11/9/19	9:30am	Giovannie Thomas	<i>Giovannie A. Thomas</i>	3 minutes, 42 seconds

**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					
5 of 5					

**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					

**1 Additional Tornado Drill:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2					

**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	11/25/19	9:30am	Giovannie L. Thomas	Giovannie L. Thomas	Intruder Drill

**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 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					

\*\*\*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

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