

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

School Name: UPSM ES Academic Year 2017-2018

School Administrator Signature: [Signature]

****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	Friday 9/15/17	9:00 AM	Shena Hill Scott	[Signature]	3 min 10 sec
2 of 5	Thursday 9/28/17	2:00 PM	Shena Hill Scott	[Signature]	3 min 18 sec
3 of 5	Wednesday 10/4/17	10:15 AM	Shena Hill Scott	[Signature]	3 min 5 sec

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	Monday 5/4/18	10:15 AM	Shena Hill Scott	[Signature]	3 min 5 sec
5 of 5	Friday 5/18/18	2:00 PM	Shena Hill Scott	[Signature]	3 min 1 sec

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	Wednesday 3/28/18	10:15 AM	Shena Hill-Scott	[Signature]	2 min

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	Thursday 4/24/18	12:30 PM	Shena Hill Scott	[Signature]	3 min

* During lunch

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	Tuesday 11/28/17	10:15 AM	Shena Hill Scott	Kimberly Soe	2 min 30 sec intruder practice

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	Tuesday 1/16/18	2:00 PM	Shena Hill Scott	Kimberly Soe	2 min intruder

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	Friday 3/16/18	10:15 AM	Shena Hill Scott	Kimberly Soe	1 min. 30 sec 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	Tuesday 4/24/18	12:30	Shena Hill Scott	Kimberly Soe	3 min lunch

During lunch