

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

School Name: UPSM ES

Academic Year 18-19

School Administrator Signature: \_\_\_\_\_

\*\*\*\*\*MCI. 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	9/28/18	9:45 am	Shena Hill-Scott	Kimberly Salmon	SS
2 of 5	10/4/18	1:30 pm	Shena Hill-Scott	Kimberly Salmon	SS
3 of 5	11/5/18	9:45 am	Shena Hill-Scott	Kimberly Salmon	SS

**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	2/23/19	1:00 pm	Shena Hill-Scott	Kimberly Salmon	SS / Shena Hill-Scott
5 of 5	5/30/19	1:30 pm			

**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	3/7/19	1:00 pm	Shena Hill-Scott	Kimberly Salmon	SS

**1 Additional Tornado Drill:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/26/19	12:30 pm	Shena Hill-Scott	Kimberly Salmon	SS

**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	10/17/19	1:45 pm	Sheena Hill Scott	Kimberly Solomon SS	

**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	1/9/19	9:45 am	Sheena Hill Scott	Kimberly Solomon SS	

**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	2/7/19	1:45 pm	Sheena Hill Scott	Kimberly Solomon SS	

\*\*\*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	3/26/19	12:30 pm	Sheena Hill Scott	Kimberly Solomon SS	