

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM  
FOR ACADEMIC YEAR 2018 - 2019**

A minimum of five (5) fire drills are required for each school year. Three of the five are to be held by December 1 of the school year; two are to be held during the remaining part of the school year, with reasonable spacing between each drill.

- A minimum of two (2) tornado drills are required for each school year; at least one is to be conducted during March of the school year.
- A minimum of three (3) lockdown drills are required each school year; at least one is to be conducted by December 1 of the school year; at least one is to be conducted after January 1, with a reasonable spacing between each drill.
- At least one of the 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:** Sacred Heart Catholic School

**CITY:** Dearborn, MI

**ADMINISTRATOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. September 7, 2018	9:00 a.m.	2:35	255	First fire drill of the school year
2. October 18, 2018	1:04 p.m.	3:00	250	
3. November 20, 2018	9:57 a.m.	3:06	242	Fire drill done from church building
4.				
5.				

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. September 13, 2018	10:33 a.m.	Inside intruder	254	First lockdown of the school year
2. December 3, 2018	12:55 p.m.	Inside intruder	253	
3.				
4.				
5.				

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1.				
2.				

Keep a copy on file for Fire Inspector and Central School Office information.  
Keep Posted on website for three years.