

**FIRE, TORNADO and SHELTER-IN-PLACE (LOCKDOWN) DRILL REPORT FORM  
FOR ACADEMIC YEAR 2019 - 2020**

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; one to be conducted in the fall and 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 6, 2019	9:00 a.m.	3:40	272	First fire drill of the year
2.				
3.				
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, 2019	1:03 p.m.	Internal lockdown	270	Lockdown called by teacher to practice emergency paging system
2.				
3.				
Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. September 3, 2019	12:45 p.m.	4:10	275	First tornado drill of the year; Drill was done during recess/lunch
2.				
3.				

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