

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

School Name: Arbor Academy

Academic Year 2020-2021

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	Oct 9	9:30	Sarah Prince	[Signature]	1 minute 3 seconds to evacuate
2 of 5	Nov 13	9:30	Sarah Prince	[Signature]	49 seconds to evacuate
3 of 5	Sept 30	2:00	Sarah Prince	[Signature]	1 minute to evacuate

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	April 12	2:30	Sarah Prince	[Signature]	1 minute 30 seconds to evacuate
5 of 5	May 7	1:00	Sarah Prince	[Signature]	1 minute to evacuate

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	March 24	2:30	Sarah Prince	[Signature]	1 minute 10 sec. to shelter

1 Additional Tornado Drill:


Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	May 14	9:30	Sarah Prince	[Signature]	50 seconds

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	Nov 24	2:30	Sarah Prince		outside intruder


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	Feb 24	1:00	Sarah Prince		inside 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	5.28	2:00			

***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
Fire	5.7	1:00	Sarah Prince		Lunch/recess