

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

School Name: Oakland Academy Academic Year 20/21

School Administrator Signature: Joy Smith

*****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	9-25-20	2:00 pm	Joy Smith	Joy Smith	
2 of 5	10-15-20	10:05 am	Joy Smith	Joy Smith	
3 of 5	11-12-20	9:30 am	Joy Smith	Joy Smith	

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	4-22-21	1:45 pm	Joy Smith	Joy Smith	
5 of 5	5/26/21	12:15 pm	Joy Smith	Joy Smith	

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	12-7-20	2:00 pm	Joy Smith	Joy Smith	

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/24/21	1:00 pm	Joy Smith	Joy Smith	

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	11-20-20	2:30pm	Joy Smith	Joy Smith	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	1-28-21	2:00pm	Joy Smith	Joy Smith	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	3-2-21	2:30pm	Joy Smith	Joy Smith	outside 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
fire	5/26/21	12:15pm	Joy Smith	Joy Smith	lunch