

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

School Name: Oakland Academy

Academic Year 21-22

School Administrator Signature: [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	9-30-21	1:30pm	Joy Smith	[Signature]	
2 of 5	10-27-21	11:00am	Joy Smith	[Signature]	
3 of 5	11-18-21	2:00pm	Joy Smith	[Signature]	

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	4-14-22	1:45pm	Joy Smith	[Signature]	
5 of 5	5-10-22	12:20pm	Joy Smith	[Signature]	

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	11-12	9:45am	Joy Smith	[Signature]	

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3-23-22	1:15pm	Joy Smith	[Signature]	

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	10-11-21	9:30am	Joy Smith	[Signature]	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	1-14-22	11:00am	Joy Smith	[Signature]	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	2-9-22	2:00 pm	Joy Smith	[Signature]	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	5-10-22	12:20pm	Joy Smith	[Signature]	lunch/recess