

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR 2023-2024

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: **ST. EDITH SCHOOL:**

CITY: **LIVONIA**

ADMINISTRATOR'S SIGNATURE:

*Nancy Buszjak*

DATE: *6/3/2024*

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. 8/25/2022	9:00 am	2 min 22 second	200	Students moved quickly and quietly through the building.
2. 10/10/2023	1:00 pm	2 min 09 seconds	200	Students were in various parts of the building and exited quickly
3. 11/10/2023	10:10 am	1 Min 56 seconds	200	Students exited the building in orderly manner. All students accounted for. Well done drill.
4. 5/21/2024	10:30 am	1 min 02 seconds	185	Students were extremely quiet when exiting the building.
5. 6/3/2024	8:00 am	40 seconds	9	Staff practice
<b>Tornado</b>				
1. 9/20/2023	9:00 am	2 minutes 2 seconds	200	Students were reminded how to sit. Moved well in the building and listened to instructions. Proper doors were closed.
2. 03/27/2024	2:00 pm	1 minutes 25 second	200	Students did a great painting
3.				
<b>Intruder</b>				
1. 9/28/2023	1:00 pm	2 minutes 8 seconds	200	First intruder drill. All doors were locked. Blackout shades were pulled.
2. 2/5/2024	10:00 am	2 minutes 6 seconds	200	All doors locked and shades pulled. One class a little noisy.
3. 5/30/2024	8:40 AM	2 minutes	150	This was a shelter in place for a hazmat situation

Keep a copy on file for Fire Inspector and Central School Office information.  
At end of school year, mail copy of the form to: 305 Michigan Avenue - 7th floor Detroit, MI 48226

Phys. Ed., Health/Safety Office