

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

School Name: Madison Academy

Academic Year 2015-2016

School Administrator Signature: Tricia M. Osborne

****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	9/10/15	1 min 24 sec 1:13-	Tricia M. Osborne	Tricia M. Osborne	Best yet Good start!
2 of 5	10/13/15	1:14 9:16-9:18 2:20 min	Tricia M. Osborne	Tricia M. Osborne	make sure to remind K+Pre-K teacher
3 of 5	11/20/15	1:38 10:02-10:04	Tricia M. Osborne	Tricia M. Osborne	- please keep close all doors as they exit.

to check
internal
bathrooms

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	3/17	1:56-1:58 1:26	Tricia M. Osborne	Tricia M. Osborne	Mr. Martin's door was locked - Reminded him that it needed to be
5 of 5	4/19	1:14- 1:16 2:05 min	Tricia Osborne	Tricia M. Osborne	during assembly Amazing Job!!

unlocked during
drill in order
to check for
students.

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	9/16/15	1:12 3:32 sec min	Tricia Osborne	Tricia M. Osborne	middle school needs to practice walking out of rooms 2 by 2

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/24/16	8:28 3:12 sec	Tricia Osborne	Tricia M. Osborne	Remind Long term sub of class placement

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	9/23	2:12-2:14 2:14min	Tricia Osborne	<i>[Signature]</i>	gas leak

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	2/23	1:30 1:32 2:35	Tricia Osborne	<i>[Signature]</i>	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					

***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
Shelter in place	10/12	12:40-	Tricia Osborne	<i>[Signature]</i>	Lunch
#5 Fire Drill	4/19	1:14- 1:16 2:05min	Tricia Osborne	<i>[Signature]</i>	Assembly