

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

School Name: Hawley International Academy

Academic Year 2019-2020

School Administrator Signature: Shaneka McPherson

\*\*\*\*\*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.\*\*\*\*\*

**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            | 9/13/19  | 2.17 | S. McPherson                          | Shaneka McPherson               |          |
| 2 of 5            | 10/24/19 | 2.07 | S. McPherson                          | Shaneka McPherson               |          |
| 3 of 5            | 11/6/19  | 2.07 | S. McPherson                          | Shaneka McPherson               |          |

**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            |      |      |                                       |                                 |          |
| 5 of 5            |      |      |                                       |                                 |          |

**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               | 9/19/19 | FD   | S. McPherson                          | Shaneka McPherson               |          |

**1 Additional Tornado Drill:**

| Tornado Drill Number | Date    | Time | Name of Individual in Charge of Drill | Signature of Principal/Designee | Comments |
|----------------------|---------|------|---------------------------------------|---------------------------------|----------|
| 2 of 2               | 3/10/20 | 2.12 | S. McPherson                          | Shaneka McPherson               |          |

**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       | 9/17/19 | 2:44 | S. McPherson                          | <i>[Signature]</i>              |   |

**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       | 2/7/20 | 2:39 | S. McPherson                          | <i>[Signature]</i>              |   |

**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       | 11/25/19 | 2:56 | S. McPherson                          | <i>[Signature]</i>              |   |

\*\*\*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                             | 2/7/20 | 2:39 | S. McPherson                          | <i>[Signature]</i>              |                                      |