

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

School Name:

Hanley International Academy

Academic Year

2024-25

School Administrator Signature:

Anna McGregor

****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	9-12-24	9am	McGregor	Anna McGregor	Duration: 2:26
2 of 5	10/10/24	9:45am	McGregor	Anna McGregor	Duration: 2:19
3 of 5	11/6/24	10:15am	McGregor	Anna McGregor	Duration: 2:23

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	3/17/25	12:55	J. McGregor	Anna McGregor	Duration: 1:54
5 of 5	3/20/25	11:15	J. McGregor	Anna McGregor	Duration: 2:04

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	11/25/24	10:05	J. McGregor	Anna McGregor	

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	2/4/25	1:30	S. Fowke	S. Fowke	

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	9/5/24	2:15	J. McGregor	Jenna Hefley	Alice Drill

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	4/8/25	2:00	J. McGregor	Jenna Hefley	Alice Drill

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	10/17/24	1:30	J. McGregor	Jenna Hefley	Alice Drill

***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
Alice	12/12/24	1:30pm	J. McGregor	Jenna Hefley	Recess