

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

School Name: Concord Academy Bayne

Academic Year 2017-18

School Administrator Signature: Holly Theile

*****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	9-13-17	2:00pm	Holly Theile	Holly Theile	49.07 seconds out of building
2 of 5	10-3-17	1:00pm	Holly Theile	Holly Theile	51.20 seconds out of building
3 of 5	11-3-17	11:00AM	Holly Theile	Holly Theile	48.52 seconds out of building

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	3-22-18	2:30pm	Holly Theile		
5 of 5	6-4-18	8:30AM	Holly Theile		

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	10-23-17	9:30AM	Holly Theile	Holly Theile	1.27 seconds

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3-7-18	2:00pm	Holly Theile		

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	11-7-17	10:00am	Holly Theile	Holly Theile	42.3 seconds

all locked
drug dog here + checked

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	1-18-18	1:45pm	Holly Theile	Holly Theile	33.59 seconds

all locked

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	2-9-18	12:30pm	Holly Theile	Holly Theile	45.13 seconds

***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
LOCK-down	2-9-18	12:30pm	Holly Theile	Holly Theile	Lunch