

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

School Name: Crossroads Charter Academy

Academic Year: 2018-19

School Administrator Signature: _____

****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	9/4/18	10:00 a.m.	Christopher White		Drill lasted a little over 2 min. This was a test of alarms. They did need fixed after this. They were repaired by the end of the week.
2 of 5	10/8/18	1:00 p.m.	Christopher White		Quick drill. Students were in the hall, but got to a classroom quickly. Two students were taken from line... both teachers reported missing students.
3 of 5	9/7/18	9:15 am	White		
	9/17/18	2:15	Schumacker		

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					

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	9/12/18	12:40 p.m	Christopher White		1 st tornado drill. Classes found where they need to go for the future because several teachers moved rooms.

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	9/24/18	1:30	Doni Schumacker, Tom Streeter		Drill. Big Rapids Public Safety was present.

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 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	October 24, 2018	12:45	White		Juday was there.

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*****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
Fire Drill					
Shelter in Place	9/24/18	1:30	Doni Schumacker, Tom Streeter		Recess