

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

School Name: Howley International Academy

Academic Year 2017-2018

School Administrator Signature: Shanette McPlesson

*****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	9/21/17	2.53	S. McPlesson	Shanette McPlesson	
2 of 5	10/17/17	5.46	S. McPlesson	Shanette McPlesson	
3 of 5	11/15/17	3.04	S. McPlesson	Shanette McPlesson	

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	4/12/18	2.15	S. McPlesson	Shanette McPlesson	
5 of 5	5/11/18	1.38	S. Gardner	[Signature]	

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	9/24/17	4.53	S. McPlesson	Shanette McPlesson	

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/14/18	2.10	S. McPlesson	Shanette McPlesson	

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	9/20/17	2.5	S. McPherson	Shaneka McPherson	

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	1/26/18	2.0	S. McPherson	Shaneka McPherson	

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	3/6/18	2.0	S. Gardner	J. A.	

***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	5/1/18	12:15	S. Gardner	J. A.	