

FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM FOR ACADEMIC YEAR _____

*Public Act 187 states in part that schools must conduct **five fire drills** (3 of the 5 are to be held by December 1), **two tornado drills** (at least one is to be conducted during March) and **three shelter-in-place drills** (at least one is to be conducted after January 1). A minimum of one of the ten drills must be held during a lunch or recess period, or at a time when a significant number of students are not gathered in the classroom

SCHOOL: _____ CITY: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

| Date of Fire Drill | Time of drill | Minutes to evacuate | Number of people evacuated | Comments |
|--------------------|---------------|---------------------|----------------------------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

| Date of Tornado Drill | Time of drill | Minutes to shelter | Number of people sheltered | Comments |
|-----------------------|---------------|--------------------|----------------------------|----------|
| 1. | | | | |
| 2. | | | | |

| Date of Shelter-in-Place Drill | Time of drill | Reason for drill (i.e. hazardous, weapons, intruder) | Number of people sheltered | Comments |
|--------------------------------|---------------|---|----------------------------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Post a copy of this file on your school website.
It needs to remain on your website for three years.