

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

School Name: Crossroads Charter Academy

Academic Year: 2016-17

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	9/7/16	9:05 a.m.	Christopher White		2 students used elevator. Sent email directing staff to keep students off elevator. Drill took less than 2 minutes.
2 of 5	9/16/16	2:15 p.m.	Christopher White		No students used elevator. Time was 3 min. 33 sec. A little slower because a student on 3 <sup>rd</sup> floor used crutches to get downstairs. Great job!
3 of 5	10/6/16	12:15 p.m.	Christopher White		During lunch.
Extra	9/20/16	2:48 p.m.	Christopher White		Alarm was pulled by accident (younger sibling of a student not enrolled at CCA). Building was evacuated in 5 minutes.

***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	9/15/16	8:15 a.m.	Ben Talsma ("Teacher in Charge" due to principal at PD)		A few students needed to go with a different class due to being in the hallway when drill was called.

**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	9/22/16	9:00 a.m.	Christopher White		Several officers from BRPS were present to see the layout of the building. Went great, but was slow due to touring the officers.

**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			Christopher White		

**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	10/19/16	1:30 p.m.	Christopher White		Drill. Officer Juday from BRPS was present. Students were in halls. Some needed to hide in the bathroom.

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

**School Name:** Crossroads Charter Academy

**Academic Year:** 2016-17

**School Administrator Signature:** \_\_\_\_\_

**\*\*\*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	10/6/16	12:15	Christopher White		During lunch/recess.