

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

School Name: Crossroads Charter Academy

Academic Year: 2015-16

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	9/10/15	9:15 am	Christopher White		Students exited quickly (2 minutes 10 seconds).
2 of 5	9/16/15	1:00 pm	Christopher White		Students took a bit more time but drill occurred 1 hour before scheduled (just over 3 minutes). Pulled one student from line. Teacher brought attention to the fact she was missing a student.
3 of 5	10/8/15	12:15 pm	Christopher White		During lunch. Quickest one yet (1min30sec). Some kids were on playground.

***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	3/28/16	1:00 pm	Christopher White		Drill took 2 minutes and 40 seconds. 1 student was in library had to leave with different teacher. Her actual teacher told me she was short on after taking attendance.
5 of 5	4/11/16	1:00 pm	Pam Duffy		Mr. White was out of the building so Mrs. Duffy ran this drill.

**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	3/15/16	12:50 pm	Christopher White		Drill went smooth. Students were downstairs within 1 minute and 30 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	9/17/15	9:20 a.m.	Christopher White		Student went to the first floor quickly. Conversation occurred about what to do with students with crutches. Protocol was emailed to staff.

**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	9/25/15	1:00 p.m.	Christopher White		Drill. Officer Paquette 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	2/19/16	1:00 p.m.	Christopher White		Scheduled drill. Officer Paquette and an additional officer were present.

***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	10/22/15	12:50	Christopher White		Drill. Officer Paquette assisted. All doors, but one were locked. Held during 5 <sup>th</sup> grade recess.

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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	10/8/15 10/22/15	12:15 pm 12:50 pm	Christopher White		During lunch/recess. During 5 <sup>th</sup> grade recess.