

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

School Name: _____ West Michigan Academy of Arts and Academics _____

Academic Year 2014-2015 _____

School Administrator Signature: _____ Jeremy LaDronka _____

*****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	9/11/14	10:05am	Jeremy LaDronka	Jeremy LaDronka	Students and building guests, along with staff exited promptly. Called alarm company to work on system.
2 of 5	9/17/14	9:00am	Jeremy LaDronka	Jeremy LaDronka	Worked the new drill program in the facility. Students exited successfully again.
3 of 5	9/23/14	11:00am	Jeremy LaDronka	Jeremy LaDronka	Drill went off during recess time, students and staff redirected and located in correct meeting place. All electronics worked according to plan.

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	10/7/14	10:00am	Jeremy LaDronka	Jeremy LaDronka	Drill went well, adult was absent and staff picked up her responsibilities. All students exited without caution, and reentered facility in quiet and organized lines.
5 of 5	10/14/14	1pm	Jeremy LaDronka	Jeremy LaDronka	Reminder to certain classroom about the importance of exiting for a drill in a quiet and orderly fashion. All other areas went very well.

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					

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					

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					

*****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