

# FIRE, TORNADO and SHELTER-IN-PLACE DRILL REPORT FORM

## FOR ACADEMIC YEAR 2023-24

**\*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: St. Joseph Catholic School, Trenton CITY: Trenton, MI

ADMINISTRATOR'S SIGNATURE: *Jim Thomas* DATE: August 1, 2023

Date of Fire Drill	Time of drill	Minutes to evacuate	Number of people evacuated	Comments
1. <u>September 5, 2023</u>	<u>1 PM</u>	<u>1:36 EVAC 2:40 CENSUS</u>	<u>195</u>	<u>Paul &amp; Haley EMC WELL DONE</u>
2. <u>September 26, 2023</u>	<u>10:30 AM</u>	<u>1:19 EVAC 2:23 CENSUS</u>	<u>220</u>	<u>Paul &amp; Haley EMC INCLUDED PRE SCHOOL</u> <i>Fire Stripes all worked</i>
3. <u>October 25, 2023</u>	<u>9 AM</u>	<u>1:08 EVAC 2:01 CENSUS</u>	<u>222</u>	<u>Paul &amp; Haley EMC</u>
4. <u>March 25, 2024</u>	<u>1:30 PM</u>			
5. <u>April 22, 2024</u>	<u>2 PM</u>			

Date of Tornado Drill	Time of drill	Minutes to shelter	Number of people sheltered	Comments
1. <u>October 10, 2023</u>	<u>10 AM</u>	<u>2:20 IN PLACE 3:37 CENSUS</u>	<u>221</u>	<u>Paul &amp; Haley EMC TRENTON GOOD RESPONSE</u>
2. <u>March 12, 2024</u>	<u>12 PM</u>			

Date of Shelter-in-Place Drill	Time of drill	Reason for drill (i.e. hazardous, weapons, intruder)	Number of people sheltered	Comments
1. <u>September 19, 2023</u>	<u>10 AM</u>	<u>OUTSIDE INCIDENT POLICE REQUEST LOCKDOWN</u>	<u>217</u>	<u>Paul &amp; Haley EMC QUICK RESPONSE NO PANIC</u>
2. <u>November 10, 2023</u>	<u>1:30 PM</u>	<u>LOCKDOWN INCIDENT</u>	<u>220</u>	<u>Paul &amp; Haley EMC WELL DONE 1 IN BATHROOM/HIDE</u>
3. <u>April 10, 2024</u>	<u>2 PM</u>			

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