

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.