

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

School Name: Detroit Preparatory Academy

Academic Year 2024-2025

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	9/17/24	10:18am	Chad Shellabarger	Sarah Paone	Under 5 minutes! Close doors and keep unlocked
2 of 5	10/23/24	10:11am	Chad Shellabarger	Sarah Paone	4:25! Much better with volume & doors
3 of 5	12/17/24	2:00pm	Chad Shellabarger	Sarah Paone	Best one yet!

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	3/13/25	10:02am	Chad Shellabarger	Sarah Paone	Lined up under 4 minutes!
5 of 5	5/15/25	1:58pm	Chad Shellabarger	Sarah Paone	Outside under 4 minutes; multiple doors not closed, but great voice volume

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	3/20/25	9:42am	Chad Shellabarger	Sarah Paone	Bottleneck on 'green' stairwell, but great for the first one.

1 Additional Tornado Drill:

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	5/30/25	9:58am	Chad Shellabarger	Sarah Paone	Voices too loud on stairwell and 1 crew

					went outside initially, otherwise it was quick!
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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	10/4/24	8:40am	Chad Shellabarger	Sarah Paone	soft lockdown; phone system check

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	1/15/25	11:05am	Chad Shellabarger	Sarah Paone	soft lockdown; phone system check

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	5/22/25	2:00pm	Chad Shellabarger	Sarah Paone	shelter-in-place

*****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	5/30/25	9:58am	Chad Shellabarger	Sarah Paone	Kindergarten was at recess and upper was in specials