

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: TRIX PERFORMANCE ACADEMY

Date of Drill: 8-2-15 Time drill was held: 9:30 pm (am)

Exact time required to evacuate/shelter/secure: 1:33

Total Participants: 264

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2015-2016

Name of person conducting drill: EMILY PICCOLI

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Emily Piccoli

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title Fire dispatch

313-596-1601

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: TRIX PERFORMANCE ACADEMY

Date of Drill: 10/15/15 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 47 sec.

Total Participants: 375

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 2015-2016

Name of person conducting drill EMILY PICCOLI

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Emily Piccoli

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title DFD 3-596-1601

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: TRIX PERFORMANCE ACADEMY

Date of Drill: 11-18-15 Time drill was held: 12:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 39 sec

Total Participants: 371

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2015-2016

Name of person conducting drill: EMILY PICCOLI

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Emily Piccoli

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title DFD 313-596-1601

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

School Name: TRIX PERFORMANCE ACADEMY Academic Year 2015-  
2016

School Administrator Signature: Emily Piccoli

\*\*\*\*\*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	9-2-15	9:30	Emily Piccoli	<i>Emily Piccoli</i>	1 min 33 sec.
2 of 5	10-15-15	10:30	EMILY PICCOLI	<i>Emily Piccoli</i>	1 min 47 sec.
3 of 5	11-18-15	12:45	EMILY PICCOLI	<i>Emily Piccoli</i>	1 min 39 sec.

**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					
5 of 5					

**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	11-5-15	9:30	EMILY PICCOLI *Boys & girls club*	Emily Piccoli	INTRUDER

**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