

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: Murphy Performance Academy

Date of Drill: 9-23-16 Time drill was held: 11:40 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 150

Remarks: _____

This report is for emergency drill # 2 for school year 2016-2017

Name of person conducting drill: Malon Harris

Title of person conducting drill: Principal

Signature of person conducting drill: Malon Harris

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 Jay Mitchell

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: Murphy Performance Academy

Date of Drill: 8/31/16 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 162

Remarks: _____

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Malon Harris

Title of person conducting drill: Principal

Signature of person conducting drill: Malon H

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 Jay Mitchell



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

School Name: Murphy Performance Academy Academic Year: 2016-2017

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	8/31/16	2:00pm	Malon Harris		
2 of 5	9/23/16	11:40AM	Malon Harris		
3 of 5					

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					

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