

### Fire, Tornado, Shelter-in-place Drill Report Form

School Name: Old Mission Peninsula School

Academic Year: 2023/24

School Administrator Signature:

*Renee Kolle* *Kaitlyn Terry*

\*\*\*\*MCL 29.19 states in part that: 5 fire drills are required (3 by December 1, 2 after Dec1) 2 tornado drills (1 in March) 3 shelter-in-place drills 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	9/12/23	9:30	Renee Kolle	<i>Renee Kolle</i>	-outside, lined up, and accounted for in under 2 minutes -all doors closed, except 1
2 of 5	10/12/23	10:00	Kaitlyn Bailey	<i>Kaitlyn Terry</i>	-went well
3 of 5	11/9/23	1:30	Kaitlyn Bailey	<i>Kaitlyn Terry</i>	-classroom doors need to be shut -lights need to be turned off

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	1/8/24	10:00	Kaitlyn Bailey	<i>Kaitlyn Terry</i>	-quick, quiet, and efficient -one classroom door left open
5 of 5	2/16/24	10:30	Kaitlyn Bailey	<i>Kaitlyn Terry</i>	

TORNADO Drills, 1 in March

Tornado Drill Number	Date	Time	Name of individual in charge of drill	Signature of Principal/Designee	Comments
1 of 2	12/5/23	9:00am	Renee Kolle and Kaitlyn Bailey	<i>Renee Kolle</i> <i>Kaitlyn Terry</i>	

TORNADO drill. 1 additional

Tornado Drill Number	Date	Time	Name of individual in charge of drill	Signature of Principal/Designee	Comments

2 of 2	3/5/24	9:30	Renee Kolle and Kaitlyn Bailey	<i>Renee Kolle</i> <i>Kaitlyn Bailey</i>	Almost at capacity for the allotted space - look for additional safety spots for overflow
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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	Comments
1 of 3	10/23/23		Kaitlyn Bailey	<i>Kaitlyn Bailey</i>	Students were silent. Teachers need to yell "lockdown" before locking the doors.

SHELTER-IN-PLACE, after January 1

Drill Number	Date	Time	Name of individual in charge of drill	Signature of Principal/Designee	Comments
2 of 3	1/25/24	9:00	Kaitlyn Bailey	<i>Kaitlyn Bailey</i>	-nicely done, protocol followed

SHELTER-IN-PLACE, additional

Drill Number	Date	Time	Name of individual in charge of drill	Signature of Principal/Designee	Comments
3 of 3	4-10-24	12:45	Kaitlyn Bailey Renee Kolle	<i>Kaitlyn Bailey</i> <i>Renee Kolle</i>	-all doors were booted, but 4 needed to lock doors in addition

\*\*\*Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside the classroom?

Drill Type	Date	Time	Name of individual in charge of drill	Signature of Principal/Designee	Comments
Shelter-In-Place	4-10-24	12:45	Kaitlyn Bailey Renee Kolle	<i>Kaitlyn Bailey</i> <i>Renee Kolle</i>	-all doors were booted, but 4 needed to lock doors in addition