

**BILL DUDEK
FIRE MARSHAL**

**CITY OF TAYLOR FIRE DEPARTMENT
FIRE MARSHAL DIVISION**

**23345 GODDARD ROAD
TAYLOR MICHIGAN, 48180
FAX 734-374-2742**

LOCK DOWN DRILL

K-12 Compliance is mandatory per PA 207 of 1941 Section 29.19L

EMERGENCY DRILL SCHEDULE

6 Fire Drills per school year	4 Fire in Fall; 2 in Spring
2 Tornado Drills per school year	1 Tornado in Fall; 1 in Spring
2 Lock Down OR Shelter In-place	1 in Fall; 1 in Spring.

SCHOOL _____

Date of Lock Down drill _____ Time _____

This is the first _____ / second _____ drill for the school year. **Inside** or **Outside Threat** Drill (Circle One)

It was scheduled _____ / unscheduled _____

Total time in minutes and seconds required to lock down the building: Minutes _____ / Seconds _____

Outside Threat Drill: Were outside activities routed to a safe location away from the building? Yes ___ / No ___

Were all students accounted for? (Check halls & rest rooms, verify attendance) Yes _____ / No _____

Were all exterior doors & windows locked? Yes _____ / No _____

Were all interior doors closed? Yes _____ / No _____

Were all lights turned off including computer monitors? Yes _____ / No _____

Were students moved to a safe corner to reduce visibility? Yes _____ / No _____

Discipline within the building during drill: _____

Comments or recommendations : _____

**Principal's
Signature** _____