

**BILL DUDEK
FIRE MARSHAL**

**CITY OF TAYLOR FIRE DEPARTMENT
FIRE MARSHAL DIVIDISON**

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

SHELTER IN PLACE 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 Shelter in Place drill _____ Time _____

This is the first _____ / second _____ drill for the school year.

It was scheduled _____ / unscheduled _____

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

Were individuals outside the building relocated to a separate area away from other building population (isolated)? Yes _____ / No _____ / N/A _____

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

Were all exterior doors & windows locked (NO entrance or exit)? Yes _____ / No _____

Were all interior doors closed? Yes _____ / No _____

Was the air handling system / HVAC shut down? Yes _____ / No _____

Were students and staff in a safe area? Yes _____ / No _____

Discipline within the building during drill: _____

Comments or recommendations : _____

**Principal's
Signature** _____