

FlexTech High School-Novi
2017-18 School Year
Emergency Drills Log Form

Post completed emergency drill log within 30 days after the drill is completed.

Fire Drills

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1st, and two (2) shall be held during the remainder of the academic year.

| Date | Time Drill(s) Conducted | Evacuation Time | Conducted By: (Name and Position) | Signature | Comments |
|----------|-------------------------|-----------------|--------------------------------------|--------------------|---------------|
| 9/25/17 | 10:40AM | 2 minutes | Sarah Pazur, Principal | <i>Sarah Pazur</i> | Went Smoothly |
| 10/23/17 | 1:15 PM | 2 min | Sarah Pazur | <i>Sarah Pazur</i> | Went Smoothly |
| 11/28/17 | 9:00am | 2 min | Sarah Pazur | <i>Sarah Pazur</i> | Went Smoothly |
| | | | | | |
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Tornado Drills

Two (2) in-building tornado safety drills (at least one in March).

| Date | Time Drill(s) Conducted | Response Time | Conducted By: (Name and Position) | Signature | Comments |
|---------|-------------------------|---------------|--------------------------------------|--------------------|----------|
| 3/27/18 | 1:00pm | 2min | Sarah Pazur | <i>Sarah Pazur</i> | |
| | | | | | |

Lock Down/Secure Mode/Hazardous Materials Drills

Three (3) drills where occupants are restricted to the interior of the building and the building is secured- such as lock down, secure mode and release of hazardous materials drills. At least one (1) drill shall be conducted by December 1st and one (1) conducted after January 1st.

| Date | Time Drill(s) Conducted | Conducted By: (Name and Position) | Signature | Comments |
|----------|-------------------------|--------------------------------------|--------------------|----------|
| 11/13/17 | 2:00pm | Sarah Pazur | <i>Sarah Pazur</i> | |
| 1/11/18 | 9:30am | Sarah Pazur | <i>Sarah Pazur</i> | |
| | | | | |

_____/_____/_____
Administrator's Signature/Date