

# FIRE DEPARTMENT – FIRE MARSHAL'S DIVISION

## MONTHLY SCHEDULE OF FIRE & TORNADO DRILLS, EMERGENCY LIGHTING TESTS, AND ALARM TESTS (2014-2015)

**SCHOOL:** Noor International Academy PreK-7

**ADDRESS:** 37412 Dequindre, Sterling HTS, MI 48310

**PRINCIPAL'S SIGNATURE:** *Justine Kaszuba* / 11/16/15 (mail no later than 01/9/2015)

**PRINCIPAL'S SIGNATURE:** *[Signature]* / 10/7/15 (mail no later than 06/30/2015)

Please see modified table below, outline the requirement of doing at least 2 fire drills in the first 2 weeks of the school year.

(5) Fire Drills	SEP 1 <sup>st</sup> WK	SEP 2 <sup>nd</sup> WK	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Time of Alarm	2:30 P.M.	11:00 A.M.	9:00 A.M.	2:30 P.M.	1:35 P.M.			12:30 P.M.	8:30 A.M.		12:45 P.M.
Date of Alarm	9/4/14	9/12/14	10/3/14	11/11/14	12/16/14			3/10/15	4/1/15		6/1/15
Weather Condition	89° Cloudy	63° P.C.	69° Rain	63° Cloudy	43° Cloudy			41° Cloudy	37° sunny		70° sunny
# of occupants Evacuated	213	222	214	222	204			226	225		210
Total time for Evacuation	0:01:55	0:00:55	0:01:35	0:01:05	0:01:00			0:01:10	0:01:30		0:01:18
Other information											
Emergency Lighting (Initial + Date)	09/02 EM	09/15 EM	10/03 EM	11/11/14 8-8	12/12 EM	01/01 EM	02/06 EM	03/06 EM	04/03 EM	05/08 EM	06/12 EM
Fire Alarm (Initial + Date)	09/02 EM	09/15 EM	10/03 EM	11/11/14 8-8	12/12 EM	01/01 EM	02/06 EM	03/06 EM	04/03 EM	05/08 EM	06/12 EM
Tornado Drills (2)					12/3/14			3/25/15			
Lock-Down Drills (3)			10/2/14			1/12/15				5/1/15	

**FIRE DRILL FREQUENCY:** There shall be at least two fire exit drills during the first two weeks of a school term and six additional fire exit drills per year. In climates where weather is severe during the winter months, at least five drills shall be held at the beginning of the school term and three drills after the winter months to complete the eight required fire drills.

**TORNADO DRILL FREQUENCY:** Two tornado drills are required; it is recommended to execute each drill in the Fall and one during the month of March.

**LOCK-DOWN DRILL FREQUENCY:** Three lock-down drills are required; it is recommended to execute at least one by December 1 and one after January 1.

**FIRE DRILL RECORDS:** A record of all fire exit drills shall be kept on the premises and persons responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the following information (see above chart as "report"):

1. Time of day the drill was conducted
2. Date the drill was conducted
3. Weather conditions at the time of evacuation
4. Number of occupants evacuated
5. Total time for evacuation
6. Other information relevant to the drill

Emergency Lighting tests should occur after the afternoon dismissal each month. Initial and date, in appropriate space.

Fire Alarm tests should occur after the afternoon dismissal each month. Initial and date, in appropriate space.

**UPON COMPLETION OF THE SCHOOL YEAR, IN JUNE, PLEASE RETURN THIS FORM TO:**

**FIRE PREVENTION BUREAU, Select Department:**

*40555 Utica Road  
Sterling Heights, MI 48313*