

# Memo



# DELTON ELEMENTARY SCHOOL KELLOGG

**To:** Whom it may concern  
**From:** Steven L. Scoville, Elementary Principal  
**Date:** 06/15/2018  
**Re:** Record of Required Drills

The table below is a record of all the planned and executed drills required by the State of Michigan per PA 207 for Delton Kellogg Elementary School for the 2017-2018 School Year. Included are the dates, drill types and comments.

<u>DATE/TIME</u>	<u>DRILL TYPE</u>	<u>Comments</u>
Scheduled 9/08/2016 Executed 9/08/2016 Time: 2:00	Fire Drill #1 (Fall)	Evacuation time: 2:04 Box Tested: Block 33 Vestibule Comments: pre-announced prior to drill
Scheduled 9/14/2017 Executed 9/15/2017 Time: 9:45	Fire Drill #2 (Fall)	Evacuation time: 1:56 Box Tested: 300-001 East Exit Pre School Comments: Rescheduled due to Picture Day Conflict
Scheduled 9/20/2017 Executed 9/20/2017 Time: 9:45	Severe Wx Practice #1	Comments: Reviewed closing doors and removing items from the hallway.
Scheduled 9/27/2017 Executed 9/27/2017 Time: 12:40	Fire Drill #3 (Fall) Lunch Time Drill 4 <sup>th</sup> Grade Lunch	Evacuation time: 1:46 Box Tested: West Exit Comments: 4 <sup>th</sup> Grade Lunch Recess Time. They evacuated from the Lunchroom.
Scheduled 10/12/2017 Executed 10/25/2017 Time: 1:45	Code Red Lockdown #1 (Fall)	Comments: Rescheduled due to schedule conflicts. Performed during a class transition. Officer Horman participated in the drill
Scheduled 11/9/2017 Executed 11/16/2017 Time: 9:45	Code Yellow Lockdown #2 (Winter)	Comments: Rescheduled due to schedule conflict.. Officer Horman participated in the drill

Sincerely,

A handwritten signature in blue ink that reads "Steven L. Scoville".

Steve Scoville  
Delton Kellogg Elementary Principal

Notes

Requirements per PA 207 Prevention of Fires & Protection of Persons

Requirements

5 Fire Drills Annually (3 Fall, 2 Spring)

2 Tornado Safety Drills (1 in month of March)

3 Lockdown Type Drills (1 before 1 January, 1 after 1 January)

- a. Restricting occupants to interior of the building
- b. Building secured
- c. Coordinate with public safety
- d. 1 conducted during lunch and or recess

Fire Drill Comments will include Evacuation Time, Pull box tested, and notes