

Memo



DELTON
ELEMENTARY SCHOOL

KELLOGG

To: Whom it may concern
From: Steven L. Scoville, Elementary Principal
Date: 09/27/2018
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 2018-2019 School Year. Included are the dates, drill types and comments.

<u>DATE/TIME</u>	<u>DRILL TYPE</u>	<u>Comments</u>
Scheduled 9/06/2018 Executed 9/14/2018 Time: 9:50	Fire Drill #1 (Fall)	Evacuation time: 2:14 Box Tested: Unit 300 Front Entrance Comments: Announced first
Scheduled 9/14/2018 Executed 9/20/2018 Time: 2:00	Fire Drill #2 (Fall)	Evacuation time: 2:05 Box Tested: Unit 400 Comments: Alarm with announced evacuation
Scheduled 9/27/2018 Executed 9/27/2018 Time: 12:35	Fire Drill #3 (Fall) Lunch Time Drill 2nd Grade Lunch	Evacuation time: 2:19 Box Tested: Unit 001, Bldg 400, West Exit Comments: Lunchtime 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

