

## FIRE DEPARTMENT – FIRE MARSHAL’S DIVISION

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

SCHOOL: Universal Academy PreK-12

ADDRESS: 4833 Ogden ST, Detroit, MI 48210

PRINCIPAL’S SIGNATURE: Hyma Anyam 1/17/15 (mail no later than 01/9/2015)

PRINCIPAL’S SIGNATURE: Hyma Anyam 16/18/15 (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.

(8) 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	2:20 Am	8:30 Am	8:30 Am	1:50 Am	8:30 Am	2:40 Am			9:30 Am		2:30 Am
Date of Alarm	9/4	9/9	10/16	11/10	12/3	1/21			4/17		6/2
Weather Condition	84 Cloudy	65 Cloudy	63 Cloudy	56 Cloudy	35 cloudy	25° SNOW			75° Partly Cloudy		73° Cloudy
# of occupants Evacuated	605	607	628	635	653	666			662		658
Total time for Evacuation	3:42:22	3:15:94	2:55:15	2:48:10	2:06:69	2:52:17			2:40:87		2:36:89
Other information											
Emergency Lighting (Initial + Date)	9/3 Gf	9/12 Gf	10/17 Gf	11/19 Gf	12/19 Gf	1/20 Gf	2/18 Gf	3/18 Gf	4/16 Gf	5/15 Gf	6/12 Gf
Fire Alarm (Initial + Date)	<del>11/1</del> 9/4	<del>11/1</del> 9/9	<del>11/1</del> 10/16	<del>11/1</del> 11/10	<del>11/1</del> 12/3	1/21 <del>11/1</del>	2/18 <del>11/1</del>	3/18 <del>11/1</del>	4/17 <del>11/1</del>	5/15 <del>11/1</del>	6/2 <del>11/1</del>
Tornado Drills (2)			10/2 10:10 Am					3/3 2:15 pm			
Lock-Down Drills (3)		9/18 10:10 Am				1/28 1:45 pm			4/29 2:15 pm		

**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 Spring.

**LOCK-DOWN DRILL FREQUENCY:** Two lock-down drills are required; it is recommended to execute each drill in the Fall and Spring.

**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          | 4. Number of occupants evacuated           |
| 2. Date the drill was conducted                 | 5. Total time for evacuation               |
| 3. Weather conditions at the time of 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:**