

**FIRE, TORNADO, LOCK DOWN DRILL REPORT
FERNDALE PUBLIC SCHOOLS**

Instructions:

1. Conduct the drill for the school.
2. Complete the Drill Report.
3. Email the completed Drill Report as follows:
 - a. **For schools located in the City of Ferndale**, email the completed Drill Report to:
 - i) Ferndale Fire Marshal Jack Pesha at jpesha@ferndalefirerescue.org
 - ii) Ferndale Schools Central Administrator Bill Good at Bill.Good@ferndaleschools.org
 - iii) Ferndale Schools Secretary Nichelle Daniels at Nichelle.Daniels@ferndaleschools.org
 - b. **For schools located in the City of Oak Park**, email the completed Drill Report to:
 - i) Ferndale Fire Marshal Jack Pesha at jpesha@ferndalefirerescue.org
 - ii) Fire Marshal Pesha will forward to Oak Park Public Safety.
 - iii) Ferndale Schools Central Administrator Bill Good at Bill.Good@ferndaleschools.org
 - iv) Ferndale Schools Secretary Nichelle Daniels at Nichelle.Daniels@ferndaleschools.org
4. Retain a copy of the Fire Drill Report for the school's records.
5. School Year: _____
6. **Building Administrator MUST Sign Here:** _____

School: _____ **Day:** _____ **Date:** _____

Drill Type: _____ **Weather :** Wind Velocity: _____ Temperature: _____ Sky: _____

Person Sounding Alarm: _____ **Time:** _____

Time of Egress/Shelter: _____ Minutes, _____ Seconds **Witnessed By:** Police _____ Fire _____

Working condition of exits (describe exceptions):

Unusual conditions, if any, such as blocked or obstructed hallways, exits, etc.: