

School Emergency Drills 2024-2025 Documentation Form

Type of Drill

_____ Fire Drill (5 required)

Tornado Drill (2 required)

_____ Lock Down/Shelter in Place Drill (3 required)

Time of Drill

In Class

_____ Class Change

_____ Recess

_____ Other Out of Class Event

Name of Reporting School: Bay City Academy

Date of Drill: 2/18/2025 Time of Drill: 11:10

This report is for Fire Drill: # _____ of 5

This report is for Tornado Drill: # 1 of 2

This reports is for Lock-Down Drill: # _____ of 3

Name of person conducting this drill: Jason Newsham

Title of person conducting this drill: Safety Director 2:25 sec

Signature of person conducting this drill: 

Name of School Principal or designee: Jason Newsham 2:25 sec

Signature of Principal or designee: 

Date posted to website: _____ Time to clear building: N/A

This form is to be filled out once for each individual drill. This form is to be posted on the school, school district, or intermediate school district website. This document must remain on the website for 3 years from the date of posting in order to meet State of Michigan requirements.