

# School Emergency Drills 2024-2025 Documentation Form

## Type of Drill

\_\_\_\_\_ Fire Drill (5 required)

X Tornado Drill (2 required)

\_\_\_\_\_ Lock Down/Shelter in Place Drill (3 required)

## Time of Drill

X In Class

\_\_\_\_\_ Class Change

\_\_\_\_\_ Recess

\_\_\_\_\_ Other Out of Class Event

Name of Reporting School: Bay City Academy

Date of Drill: 03/19

Time of Drill: 1pm

This report is for Fire Drill: # \_\_\_\_\_ of 5

This report is for Tornado Drill: # \_\_\_\_\_ of 2

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

Name of person conducting this drill: DIRECTOR OF SAFETY / ANA SECURITY

Title of person conducting this drill: T. JASON NEWSHAM

Signature of person conducting this drill: 

Name of School Principal or designee: T. Jason Newsam

Signature of Principal or designee: 

Date posted to website: \_\_\_\_\_ Time to clear building: 105 seconds

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.