

School Emergency Drills 2023-2024 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: 10/31/2023

Time of Drill: 10:20 am

This report is for Fire Drill: # 3 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: Jason Newsham

Title of person conducting this drill: Safety Director

Signature of person conducting this drill: [Signature]

Name of School Principal or designee: Jason Newsham

Signature of Principal or designee: [Signature]

Date posted to website: _____ Time to clear building: 2:10 minutes

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.