

School Emergency Drills 2019-2020

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: 2/5/2020 Time of drill: 1:00 (☐ am ☒ pm)

This report is for Fire Drill: _____ of 5

This report is for Tornado Drill: # _____ of 2

This report is for Lock-Down Drill: # 3 of 3

Name of person conducting drill: Sarah Rice

Title of person conducting drill: Vice Principal

Signature of person conducting drill: 

Name of School Principal or designee: Darci Long

Signature of Principal or designee: 

Date Posted to Website: _____

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.