

School Emergency Drills 2023-2024 Documentation Form

Type of Drill

____ Fire Drill (5 required)

____ Tornado Drill (2 required)

X 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: North Central Academy

Date of Drill: 9/7/2023

Time of Drill: 10:15

This report is for Fire Drill: # ____ of 5

This report is for Tornado Drill: # ____ of 2

This reports is for Lock-Down Drill: # 2 of 3

Name of person conducting this drill: T. JASON NEWSTAN

Title of person conducting this drill: DIRECTOR OF SECURITY

Signature of person conducting this drill: T. Jason Newstan

Name of School Principal or designee: Jill Kettlewell

Signature of Principal or designee: J. Kettlewell

Date posted to website: _____ Time to clear building: 3 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.