

Mount Clemens Montessori Academy
School Year 2025-2026
Emergency Drills Log Form

Post completed emergency drill log within 30 days after the drill is completed.

Fire Drills

Five (5) fire drills are required each school year – three (3) shall be conducted by December 1st, and two (2) shall be held during the remainder of the academic year.

Date	Time Drill(s) Conducted	Evacuation Time	Conducted By: (Name and Position)	Signature	Comments
09/18/25	9:00am	1 min 24 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 295 (270 Students - 29 Staff)
10/22/25	2:15pm				Total:
11/03/25	11:30am				Total:
03/18/26	2:15pm				Total:
06/03/26	2:15pm				Total:
					Total:

Tornado Drills

Two (2) in-building tornado safety drills (at least one in March).

Date	Time Drill(s) Conducted	Response Time	Conducted By: (Name and Position)	Signature	Comments
11/18/25	10:00am				Tornado Drill Lockdown:
3/26/26	2:15pm				Tornado Drill Lockdown:

Lock Down/Secure Mode/Hazardous Materials Drills

Three (3) drills where occupants are restricted to the interior of the building and the building is secured- such as lock down, secure mode and release of hazardous materials drills. At least one (1) drill shall be conducted by December 1st and one (1) conducted after January 1st.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
11/20/25	2:15pm			Lock Down - Total:
01/15/26	9:30am			Lock Down – Total:
05/01/26	9:15am			Lock Down – Total:

_____/_____/_____
Administrator's Signature/Date