

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 1<sup>st</sup>, 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	9:15am	1 min 24 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 325 (296 Students, 29 Staff)
10/22/25	2:00pm	1 min 58 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 321 (290 Students, 31 Staff)
11/20/25	12:00pm	1 min 54 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 318 (286 Students, 32 Staff)
03/18/26	9:00am	1 min 22 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 312 (312 Students, 31 Staff)
06/03/26	2:15pm	1 min 32 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Total: 323 (293 Students, 30 Staff)

**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	2 min 45 sec	Ashley Lesage - Principal	<i>Ashley Lesage</i>	Tornado Drill: 328 (297 Students, 31 Staff)
03/26/26	2:15pm	2 min 22 sec	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Tornado Drill: 305 (276 Students, 29 Staff)

**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 1<sup>st</sup> and one (1) conducted after January 1<sup>st</sup>.

Date	Time Drill(s) Conducted	Conducted By: (Name and Position)	Signature	Comments
11/20/25	2:15pm	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Lockdown – Total: 325 (294 Students, 31 Staff)
01/22/26	9:30am	Jennifer Rump – Office Manager	<i>Jennifer Rump</i>	Lockdown – Total: 314 (284 Students, 30 Staff)
05/01/26	9:15am	Ashley Lesage - Principal	<i>Ashley Lesage</i>	Lockdown – Total: 315 (284 Students, 31 Staff)

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 Administrator's Signature/Date