

**Mount Clemens Montessori Academy**  
**School Year: 2022-2023**  
**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
9-22-22	2:30 pm	1 min 45 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Student Count: <b>287</b> Staff Count: <b>30</b> Total: <b>317</b>
10-24-22	9:30 am	1 min 48 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Student Count: <b>265</b> Staff Count: <b>28</b> Total: <b>293</b>
11-16-22	10:30 am	1 min 22 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Student Count: <b>284</b> Staff Count: <b>29</b> Total: <b>313</b>
1-10-23	9:45 am	1 min 36 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Student Count: <b>290</b> Staff Count: <b>30</b> Total: <b>320</b>
4-19-23	2:00 pm	1 min 10 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Student Count: <b>280</b> Staff Count: <b>30</b> Total: <b>310</b>
5-12-23	10:30 am				

**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
12-08-22	9:00 am	1 min 23 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Total Building Count: <b>295</b>
3-2-23	2:30 pm	2 min 25 sec	Jennifer Rump / Office Manager	<i>Jennifer Rump</i>	Total Building Count: <b>273</b>

**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	Response Time	Conducted By: (Name and Position)	Signature	Comments
10-18-22	9:30 am	Ashley Lesage / Principal	Ashley Lesage / Principal	<i>Ashley Lesage</i>	Internal, all doors locked. Total Building Count: <b>309</b>
2-6-23	2:00 pm	Ashley Lesage / Principal	Ashley Lesage / Principal	<i>Ashley Lesage</i>	Internal, all doors locked. Total Building Count: <b>305</b>
5-31-22	9:30 am				

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 Administrator's Signature/Date