

Mount Clemens Montessori Academy
School Year: 2023-2024
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
9/27/23	9:30am	1 min 57 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: 309 (278 Students & 31 Staff)
10/23/23	10:00am	1 min 34 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: 309 (276 Students & 33 Staff)
11/17/23	2:15pm	1 min 38 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: 301 (269 Students & 32 Staff)
02/06/24	2:15pm	1 min 35 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: 283 (248 Students & 35 Staff)
04/17/24					
05/09/24					

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
03/14/24	2:30pm	1 min 45 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: 302 (268 Students & 34 Staff)
04/30/24					

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
11/03/23	9:30am	Jennifer Rump	<i>Jennifer Rump</i>	
01/26/24	2:15pm	Jennifer Rump	<i>Jennifer Rump</i>	
05/29/24				

_____/_____/_____
 Administrator's Signature/Date