

Mount Clemens Montessori Academy  
 School Year 2024-2025  
**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
09/19/24	9:15am	1 min 30 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: <b>325</b> ( 293 Students, 32 Staff)
10/23/24	2:00pm	1 min 57 sec	Jennifer Rump	<i>Jennifer Rump</i>	Total: <b>328</b> ( 292 Students, 35 Staff)
11/04/24	12:00pm				Total: ( Students, Staff)
04/16/25	9:00am				Total: ( Students, Staff)
05/07/25	2:15pm				Total: ( Students, Staff)
					Total: ( Students, 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
01/21/25	10:30am				
03/25/25	9:00am				

**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
10/01/24	9:00am	Jennifer Rump	<i>Jennifer Rump</i>	Lock Down – Total: 327
02/11/25	2:15pm			
05/20/25	9:30am			

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 Administrator's Signature/Date