

School Emergency Drills 2025-2026 Documentation Form

Type of Drill

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down/Shelter in Place Drill (3 required)

Time of Drill

☒ In Class

☐ Class Change

☐ Recess

☐ Other Out of Class Event

Name of Reporting School: Bay City Academy

Date of Drill: 04 NOV 2025 Time of Drill: 10:30a

This report is for Fire Drill: # 3 of 5

This report is for Tornado Drill: # of 2

This reports is for Lock-Down Drill: # of 3

Name of person conducting this drill: Jason Newsham

Title of person conducting this drill: Safety Director

Signature of person conducting this drill: 

Name of School Principal or designee: Ryan Boon

Signature of Principal or designee: 

Date posted to website: 04 Nov 2025 Time to clear building: 1:36

This form is to be filled out once for each individual drill. This form is to be posted on the school, school district, or intermediate school district website. This document must remain on the website for 3 years from the date of posting in order to meet State of Michigan requirements.