

School Emergency Drills 2025-2026 Documentation Form

Type of Drill

_____ Fire Drill (5 required)

_____ Tornado Drill (2 required)

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

Time of Drill

X In Class

_____ Class Change

_____ Recess

_____ Other Out of Class Event

Name of Reporting School: Bay City Academy

Date of Drill: 02 DEC 2025 Time of Drill: 10:20a

This report is for Fire Drill: # _____ of 5

This report is for Tornado Drill: # _____ of 2

This reports is for Lock-Down Drill: # 2 of 3

Name of person conducting this drill: T. Jason Newsum

Title of person conducting this drill: DIRECTOR OF SECURITY

Signature of person conducting this drill: T. Jason Newsum

Name of School Principal or designee: T. Jason Newsum

Signature of Principal or designee: _____

Date posted to website: 02 DEC Time to clear building: 1 min 50 sec

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.