School Emergency Drills
2024-2025
Documentation Form

Type of Drill

X Fire Drill (5 required)

_____ Tornado Drill (2 required)

_____ 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: North Central Academy

Date of Drill: 10/5/25 Time of Drill: 2:15

This report is for Fire Drill: # 5 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: Jill Kettlewell

Title of person conducting this drill: Principal

Signature of person conducting this drill: JKettA

Name of School Principal or designee: Jill Kettlewell

Signature of Principal or designee: JKettA

Date posted to website: _____ Time to clear building: 4:38

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.