

# 20242025 RECORD OF DRILLS HELD AT Concord ACADEMY Boyrne

## FIRE DRILLS

Date/Time	Evacuation Time	Conducted By	Principal or Designee Signature
*1 9/24/24	1:05	Rebekah Leist	Rebekah E Leist
*2 10/2/24	54 sec	Krista Dopke	Krista Dopke
*3 10/28/24	56 sec	Krista Dopke	Krista Dopke
4 4/8/25	1:00 min	Krista Dopke	Krista Dopke
5			

\*3 drills must occur before Dec. 1 with a reasonable interval between each drill.

## TORNADO DRILLS

Date/Time	Time to Shelter	Conducted By	Principal or Designee Signature
1 9/24/24	2:40	Rebekah Leist	Rebekah E Leist
2 3/4/25	2:50	Krista Dopke	Krista Dopke

At least one tornado drill needs to take place in March/

## LOCK DOWN/SHELTER IN PLACE DRILLS

Drill #1 - At least 1 drill by Dec. 1 and one after Jan. 1.

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
9/24	10:00	30 sec	Rebekah Leist	Rebekah E Leist

Drill Type:  Standard  Class Change  Recess  Other Events

Drill was coordinated with (2 required):

Name and Title: Clyde Payton, Chandross County Sheriff

Name and Title: \_\_\_\_\_

Drill #2

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
1/13/25	2:00	28 sec	Krista Dopke	K. Dopke

Drill Type:  Standard  Class Change  Recess  Other Events

Drill was coordinated with (2 required):

Name and Title: Clyde Payton School Liaison Officer

Name and Title: Charlevoix County Sheriff



## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Concord Academy Boyne

Principal: Rebeckah Leist

Date of drill: 4/8/25 Number of students: 122 Number of staff: 22

Time initiated: 10:32 (a.m./p.m.) Time concluded: 10:33 (a.m./p.m.)

Site/Date/Time of Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

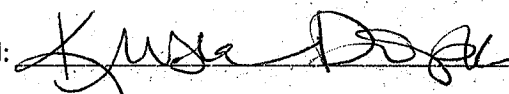
Remarks: \_\_\_\_\_

This report is for:  
 (circle number next to applicable drill)

Fire drill number 1 2 3 **4** 5 for the ~~2023/2024~~ <sup>2024-2025</sup> school year  
 Tornado drill number 1 2 for the 2023/2024 school year  
 Safety/Security drill number 1 2 3 for the 2023/2024 school year

Name of person conducting drill: Krista Dopke

Title of person conducting drill: Family Liaison, School Safety Director

Signature or person conducting drill:  Date: 4/8/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Must post on the school's website within 30 days after completing the drill.  
 The form must be maintained on the school website for at least three years.*