

# Montague Area Public Schools

## Emergency Drill Documentation Form

School Year 24-25

Reporting School: MACC

Drill # For The School Year: 4

### Type of Drill:

- ☒ Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)  
☐ Tornado Safety Drills (2 required in the school year; 1 must be held in March)  
☐ Lock Down (3 required; 1 before December 1 & 1 after January 1)

### Time of Drill:

\*At least one drill is required to not be during class time.

- ☐ During class time  
☒ In between classes/during class changes\*  
☐ Recess or lunch time\*  
☐ Other time when a significant number of the students are gathered but not in the class room\*

Date of Drill: 5/6/25 Time of Drill: 10:30 AM

Time Required to Evacuate/Shelter/Secure: 3 Minutes 3 Sec. Total Number of Participants: 164

Remarks/Observations: \_\_\_\_\_

Name of School Principal (or designee): Jennifer Stoneman Title: Principal  
(if not conducted by Principal)

If the drill was coordinated with agencies such as Law Enforcement, Fire Department, or Emergency Management Coordinator, list agency, name, title here.

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

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