

20\_\_ 20\_\_ RECORD OF DRILLS HELD AT  
Concord ACADEMY Boyrne

**FIRE DRILLS**

Date/Time	Evacuation Time <small>1.5 min</small>	Conducted By	Principal or Designee Signature
*1 9/8/23	1:16pm	Krista Dopke	Krista Dopke
*2 10/3/23	59 sec.	Krista Dopke	Krista Dopke
*3 10/27/23	1:04	Krista Dopke	Krista Dopke
4 8/20/24	59 sec	Krista Dopke	Krista Dopke
5 5/14/24	1:27	Krista Dopke	Krista Dopke

\*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 9/8/23	2:30	Krista Dopke	Krista Dopke
2 3/8/24	2:37	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
9/8/23	1:42	25 sec	Krista Dopke	Krista Dopke

Drill Type:  Standard  Class Change  Recess  Other Events

Drill was coordinated with (2 required):

Name and Title: Clyde Payton, Chatham County Sheriff

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

Drill #2

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
1/11/23	8:30	31 sec.	Krista Dopke	Krista Dopke

Drill Type:  Standard  Class Change  Recess  Other Events

Drill was coordinated with (2 required):

Name and Title: Clyde Payton, Liaison Officer

Name and Title: Charlevoix County

20 ~~23~~ ~~24~~ RECORD OF DRILLS HELD AT  
\_\_\_\_\_ ACADEMY

Drill #3

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill
5/22/24	11:00	40 sec	Krista Dopke	Krista Dopke

Drill Type:  Standard  Class Change  Recess  Other Events

Drill was coordinated with (2 required):

Name and Title: Clyde Payton

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: 5/22/24 Number of students: 93 Number of staff: 14

Time initiated: 11:00 (a.m./p.m.) Time concluded: 11:10 (a.m./p.m.)

Where was the Drill Conducted? (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: \_\_\_\_\_ Fire drill number **1 2 3 4 5** for the 2023/2024 school year  
 (circle number next to applicable drill)

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: Krista Dopke Date: 5/22/24

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.*