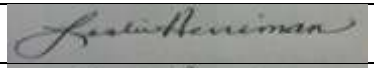
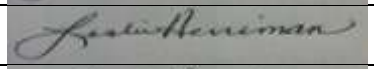
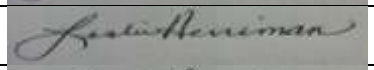
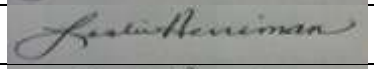
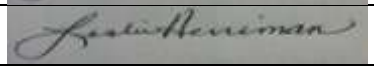
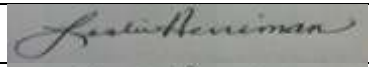
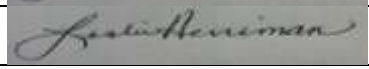
2018- 2019 Record of Emergency Drills
Charlevoix Montessori Academy for the Arts

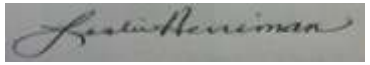
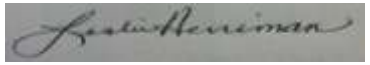
Fire Drills (5 total – 3 before Dec. 1 with reasonable interval between each drill)

Date	Time of Drill	Evacuation Time	Transition/Typical/Other Planned/Unplanned	Director or Designee Signature
1. 9/12/2018	8:55 am	2 min	**Planned**	
2. 10/17/2018	9:30 am	2 min	**Planned**	
3. 11/7/2018	10:30 am	2 min	**Planned**	
4. 3/13/2019	11:00 am	2 min	**Planned**	
5. 4/17/2019	10:00 am	2 min	**Planned /Passing Time**	

Tornado Drills (2 total – 1 must be in March)

Date	Time of Drill	Time to Shelter	Standard/Transition or Other	Director or Designee Signature
1. 12/19/2018	1:30 pm	2 min	Passing Time	
2. 3/6/2019	10:00 am	2 min.	Standard	

Lockdown/Shelter in Place Drills (3 total – 1 before Dec. 1, 1 after Jan. 1, 1 during non-traditional school time)

Date	Time of Drill	Time to Shelter	Standard, Transition, or Other	Conducted with (Name, Title, Organization)	Conducted with (Name, Title, Organization)	Director or Designee Signature
1. 9/5/2018	9:30 am	5 min.	Evacuation Drill	Chief Doan, CPD	Deputy Chief Hankins CPD	Amanda Minaker
2. 11/14/2018	10:00 am	1 min.	Shelter in place	Officer Orban, CPD		
3. 1/16/2019	2:30pm	1 min.	Inside Threat	Officer Orban, CPD