

2025 - 2026 Record of Emergency Drills
Muskegon Maritime Academy

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 09/26/2025	1015	10 min	Transition/Planned	Jessica Owens, Principal
2 11/10/2025	1030	6 min	Transition/Planned	Jessica Owens, Principal
3				
4				
5				

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				
2				

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/Other	Conducted with (Name, Title, Organization)	Director or Designee Signature
1					
2					
3					