



# Emergency Drill Documentation Form

74500 Burk Street, Armada, Michigan 48005 · (586) 784-2112 · FAX: (586) 784-9592

**Type of Drill**

Fire Drill (5 Required)

Tornado Drill (2 Required)

Lockdown Drill (3 Required)

**Time of Drill**

Standard

Class Change

Recess

Other Event

Name of Reporting School: Armada Middle School

Date of Drill: 01/31/2025 Time of Drill: 10:23 AM Exact time required to secure: 10:00 Total Participants 355

Remarks: Teachers reviewed ALICE protocols and classroom lockdown procedures

This report is for emergency drill # 6 for the school year of 2024-2025.

Name of person conducting drill: Matthew Gillett

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: *Matthew N. Gillett*

Drill was coordinated with:

Emergency Management Coordinator  
Name & Title: Nancy Buyle - MISD

Law Enforcement (Chief or designee)  
Name & Title: Richard Maierle - Armada Police

Fire (Chief or designee)  
Name & Title: Stephen Kohut - AFD

**Building Principal**

Signature *Travis M. Long*

Date 1/31/25