



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: 11/10/2025 Time of Drill: 9:23AM Exact time required to secure: 1:40 Total Participants 376:

Remarks: _____

This report is for emergency drill # 4 for the school year of 2025-2026.

Name of person conducting drill: Matthew Gillett

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: *Matthew R. 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 - ATFD

Building Principal

Signature *Tim M. Schep*

Date 11/10/25