

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

Building: <input type="checkbox"/> Glenside <input type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input checked="" type="checkbox"/> MHS <input type="checkbox"/> MMS <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Name of Person Coordinating Drill: Corry Kohman (BL)
Date of Drill: 9/12/18	Title of Person Coordinating Drill: Ass't Principal

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1	✓			
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	minutes 9:10 - 9:30
Total # of participants including guest, itinerant staff	# 1053

This drill report is documentation for emergency drill (circle one) # (2) 3 4 5 6 7 8 for the current school year.

Remarks: All classes were given detailed instructions on what to do, if it was an actual ~~test~~ crisis situation

DRILL COORDINATION	
<u>B. Cloud</u> (Signature of person coordinating drill)	<u>9-12-18</u> Date

- School:** Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services:** Forward completed drill form to OTR secretary (Office of Technology and Research)
 Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
- OTR:** Please post completed report on school bldg. website within 30-school days of drill.
 Must be maintained for 3-years

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Date of Drill: 9-17-18	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 3 required At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required	✓			2:06 pm
Lock Down/Shelter in Place Drill Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

Exact time required to evacuate building/shelter/secure	10 minutes
Total # of participants including guest, itinerant staff	# 914 + 101 = 1015

This drill report is documentation for emergency drill (circle one) # 1 **2** 3 4 5 6 7 8 for the current school year.

Remarks:

DRILL COORDINATION <u>B. Loud</u> (Signature of person coordinating drill)	<u>9-17-18</u> Date
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- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
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Date of Drill: <i>11-9-18</i>	Title of Person Coordinating Drill: <i>Dean of Students</i>

TYPE & TIME OF DRILL				
Type of Drill	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 3 required At least 3 by December 1 At least 2 after December 1	✓			12:58p
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	<i>3</i> minutes
Total # of participants including guest/itinerant staff	<i>1,013</i>

This drill report is documentation for emergency drill (circle one) # 1 2 3 **4** 5 6 7 8 for the current school year.

Remarks:
Kitchen worker set off alarm while in the process of cleaning it, per email from C. Lohman, it was fixed after 3:00 pm the same day.
(or replaced)

DRILL COORDINATION	
<i>B. Loudermill</i> (Signature of person coordinating drill)	<i>12-9-18</i> Date

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
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Date of Drill: <i>3-26-19</i>	Title of Person Coordinating Drill: <i>Dean of Students</i>

TYPE & TIME OF DRILL				
Type of Drill	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required At least 3 by December 1 At least 2 after December 1	<i>2:02</i>			
Tornado Drill (Severe Weather) Minimum of 2 required	<i>2:07</i>			
Lock Down/Shelter in Place Drill Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	<i>5</i> minutes
Total # of participants including guest, itinerant staff	# <i>948</i>

This drill report is documentation for emergency drill (circle one) # 1 2 3 **4** 5 6 7 8 for the current school year.

Remarks: <i>Scheduled drill</i>
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DRILL COORDINATION	
<i>B. Loudermill</i> (Signature of person coordinating drill)	<i>3-26-19</i> Date

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
- OTR: Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

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Date of Drill: 3-28-19	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 3 required: At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required	10:21 - 10:27			
Lock Down/Shelter in Place Drill Minimum of 2 required: At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	6 minutes
Total # of participants including guest, itinerant staff	# 947 877+70

This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 **6** 7 8 for the current school year.

Remarks:

DRILL COORDINATION

B. Loudermill _____ 3-28-19 _____
 (Signature of person coordinating drill) Date

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
- OTR: Please post completed report on school bldg. website within 30-school days of drill.
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Date of Drill: 4-17-19	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required At least 3 by December 1 At least 2 after December 1	✓ 12:50 12:58			
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
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DRILL DETAIL

Exact time required to evacuate building/shelter/secure	8 minutes
Total # of participants including guest, itinerant staff	# 228

This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 6 7 8 for the current school year.

Remarks:
 malfunction in system
 Custodians are checking it out.

DRILL COORDINATION

B. Loud _____ Date 4-17-19
 (Signature of person coordinating drill)

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Date of Drill: 4-24-19	Title of Person Coordinating Drill: <p style="text-align: center; font-size: 1.2em;">Ass't Principal</p>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill** Minimum of 2 required At least 1 by December 1 At least 1 after January 1	Soft lockdown		end of lunch/recess	
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
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Exact time required to evacuate building/shelter/secure	minutes
Total # of participants including guest, itinerant staff	# 938

This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 6 7 8 for the current school year.

Remarks: unplanned

INCIDENT IN THE COMMUNITY.
WE LOCKED DOWN UNTIL THE COMMUNITY OFFICE CLEARED US.

DRILL COORDINATION

Cary Lohman

(Signature of person coordinating drill) Date 4-24-19

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
Attn: Emergency Services Coordinator @ 777-9940
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Date of Drill: 6.6.19	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1	2:18-2:26			
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill Minimum of 2 required: At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
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DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	minutes 8
Total # of participants including guest, itinerant staff	# 866 + 65 = 931

This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 6 7 8 for the current school year.

Remarks:
Fire Drill #5

DRILL COORDINATION	
B. Loudermill _____ (Signature of person coordinating drill)	6-6-19 _____ Date

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940
- Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years