

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Name of Person Coordinating Drill: <u>Eddie Brown</u>			
Date of Drill: <u>Friday, September 14th</u>			Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/>

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	9:10am			
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 DEFENSE	
List Exact time required to evacuate building/shelter/secure	5 minutes 12 sec
List total number of participants including guest, itinerant staff	# 432
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

Eddie Brown _____ 9.14.2018
 (Signature of person coordinating drill) Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-2019

SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill <u>Eddie Brown</u>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/>
Date of Drill: <u>Monday, September 24th</u>				

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			10:02am	
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.

List Exact time required to evacuate building/shelter/secure	3 minutes 30min
List total number of participants including guest, itinerant staff	# 447
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

Eddie Brown _____ 9.24.2018
 (Signature of person coordinating drill) Date

- School:** Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill
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- Student Services:** Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years
- Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator

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School Year: 2018-2019

SCHOOL BUILDING INFORMATION				
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	Name of Person Coordinating Drill: <u>Eddie Brown</u>
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	
Date of Drill: <u>Wednesday October 10th 2018</u>				Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/>
TYPES/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	2pm			
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	5 minutes 16 sec
List total number of participants including guest, itinerant staff	# 431
This drill report is documentation for emergency drill (circle one) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 for the current school year.	
Remarks:	

DRILL COORDINATION

_____ 10-10-2018
 (Signature of person coordinating drill) Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator

**Muskegon Public Schools
School Emergency Drills Documentation Form**

E-MAILED OCT 23 2018

School Year: 2018-2019

SCHOOL BUILDING INFORMATION		Name of Person Coordinating Drill: <u>EDDIE BROWN</u>
<input type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input type="checkbox"/> MHS <input type="checkbox"/> MMS <input checked="" type="checkbox"/> Moon <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____	
Date of Drill: <u>Tuesday, October 23, 2018</u>		

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	1:45pm			
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	3 minutes 30sec
List total number of participants including guest, itinerant staff	# 442
This drill report is documentation for emergency drill (circle one) #1 2 <u>3</u> 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION	
<u>Eddie Brown</u> (Signature of person coordinating drill)	<u>10-23-2018</u> Date

- School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill
-
- Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years
- Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator

**Muskegon Public Schools
School Emergency Drills Documentation Form**

E-MAILED NOV 07 2018


School Year: 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Name of Person Coordinating Drill: <u>Eddie Brown</u>			Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/>
Date of Drill: <u>Tuesday, November 6th</u>			

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				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1	10am			
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>5</u> minutes <u>58</u> sec
List total number of participants including guest, itinerant staff	# <u>433</u>
This drill report is documentation for emergency drill (circle one) #1 <u>2</u> 3 4 5 6 7 8 for the current school year.	
Remarks:	<u>late start, lots of late students 9-45am school start</u>

DRILL COORDINATION	
	<u>11.07.2018</u>
(Signature of person coordinating drill)	Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator

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School Year: 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>4-15-19</u>			Name of Person Coordinating Drill: <u>Eddie Brown</u>
			Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/>

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	2:30			
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 DETAILS

List Exact time required to evacuate building/shelter/secure	3 minutes
List total number of participants including guest, itinerant staff	# 380
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

 _____ 4/15/19
 (Signature of person coordinating drill) Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

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SCHOOL BUILDING INFORMATION				
<input type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input type="checkbox"/> MHS <input type="checkbox"/> MMS <input checked="" type="checkbox"/> Moon <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Name of Person Coordinating Drill: <u>Eddie Brown</u>			
Date of Drill: <u>5-14-19</u>	Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____			
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	2:00			
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>7</u> minutes <u>38</u> seconds
List total number of participants including guest, itinerant staff	# <u>386</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 <u>6</u> 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION

Eddie Brown _____ 5/14/19
 (Signature of person coordinating drill) Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

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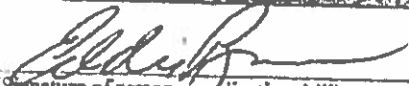
SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: <u>Eddie Brown</u>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____
Date of Drill: <u>5-21-19</u>				

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	<u>8:30</u>			

- 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 DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>15</u> minutes
List total number of participants including guest, itinerant staff	# <u>7</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 <u>(7)</u> 8 for the current school year.	
Remarks:	

DRILL COORDINATION

Signature of person coordinating drill:  Date: 5/21/19

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

Forward completed LOCKDOWN drill form only to the Office of the Sheriff
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School Year 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>5-23-19</u>			Name of Person Coordinating Drill: <u>Eddie Brown</u>
			Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____

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	<u>2:30</u>			
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>8</u> minutes <u>45</u> seconds
List total number of participants including guest, itinerant staff	# 3200 <u>385</u>
This drill report is documentation for emergency drill (circle one) #1	2 3 4 <u>5</u> 6 7 8 for the current school year.
Remarks:	

 (Signature of person coordinating drill)	<u>5/23/19</u> Date
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- School:** Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill
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- Student Services:** Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years
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SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>6-4-19</u>			Name of Person Coordinating Drill: <u>Eddie Brown</u>
			Title of Person Coordinating Drill: <input checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 1 required: At least 3 by December 1 At least 2 after December 1	2:38			
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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List Exact time required to evacuate building/shelter/secure	3 minutes 28
List total number of participants including guest, itinerant staff	# 380
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

Eddie Brown _____ 6/4/19 _____
 (Signature of person coordinating drill) Date

School: Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill

Student Services: Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years

Forward completed LOCKDOWN drill form only to the Office of the Sheriff
Attn: Emergency Services Coordinator