

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-2020

SCHOOL BUILDING INFORMATION			
<input checked="" type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>9/6/19</u>			Name of Person Coordinating Drill: <u>Geoff Zietlow</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 <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) <u>Minimum of 2 required</u>				
Lock Down/Shelter in Place Drill ** <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) <u>Minimum of 1 required</u>	<u>9:00 am</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
- 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	
List Exact time required to evacuate building/shelter/secure	<u>N/A</u> minutes
List total number of participants including guest, itinerant staff	# <u>3</u>
This drill report is documentation for emergency drill (circle one) <u>#1</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION	
_____ (Signature of person coordinating drill)	<u>9/6/19</u> _____ Date

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

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

Scan completed LOCKDOWN (drills and actual) form only to:
 Richard Warner, P.E.M., B. A., Director
 Muskegon County Emergency Services
WarnerR@co.muskegon.mi.us

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<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>9/6/19</u>		Name of Person Coordinating Drill: <u>Geoff Zetlow</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 <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1	<u>9:30 am</u>			
Tornado Drill (Severe Weather) <u>Minimum of 2 required</u>				
Lock Down/Shelter in Place Drill ** <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) <u>Minimum of 1 required</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
- 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

List Exact time required to evacuate building/shelter/secure	<u>3</u> minutes
List total number of participants including guest, itinerant staff	# <u>350</u>
This drill report is documentation for emergency drill (circle one) <u>(1)</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION

(Signature of person coordinating drill) _____ 9/6/19
Date

- School:** Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill or actual emergency
-
- Student Services:** Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years
- Scan completed **LOCKDOWN** (drills and actual) form only to:
 Richard Warner, P.E.M., B. A., Director
 Muskegon County Emergency Services
WarnerRi@co.muskegon.mi.us

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SCHOOL BUILDING INFORMATION			
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<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>10/4/19</u>			Name of Person Coordinating Drill: <u>GEFF ZETLOW</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				
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	9:30 AM			
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

List Exact time required to evacuate building/shelter/secure	<u>< 2</u> minutes
List total number of participants including guest, itinerant staff	# <u>400</u>
This drill report is documentation for emergency drill (circle one) <u>(1)</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks: <u>POLICE WERE A NO SHOW. WE RAN THE DRILL WITHOUT.</u>	

DRILL COORDINATION

[Signature]

(Signature of person coordinating drill) _____ Date 10/4/19

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

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 checked="" type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input type="checkbox"/> MHS <input type="checkbox"/> MMS <input type="checkbox"/> Moon <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Name of Person Coordinating Drill: <div style="text-align: center; font-family: cursive;">GEOFF ZETLW</div>
Date of Drill: <u>10/7/19</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 <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1		<u>10/7/19</u> <u>3:10pm</u>		
Tornado Drill (Severe Weather) <u>Minimum of 2 required</u>				
Lock Down/Shelter in Place Drill ** <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) <u>Minimum of 1 required</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
- 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	
List Exact time required to evacuate building/shelter/secure	3 minutes
List total number of participants including guest, itinerant staff	# 400
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>STUDENT PULLED ALARM. NOT A SCHEDULED DRILL.</u>	

DRILL COORDINATION

[Signature]
10/7/19

(Signature of person coordinating drill)
Date

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SCHOOL BUILDING INFORMATION	
<input checked="" type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input type="checkbox"/> MHS <input type="checkbox"/> MMS <input type="checkbox"/> Moon <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Name of Person Coordinating Drill: <div style="text-align: right; font-family: cursive;">Geoff Zietlow</div>
Date of Drill: 11-4-19	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				
Tornado Drill (Severe Weather) Minimum of 2 required	9:30 am			
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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- 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	
List Exact time required to evacuate building/shelter <u>secure</u>	4 minutes
List total number of participants including guest, itinerant staff	# 350
This drill report is documentation for emergency drill (circle one) # <u>1</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION

(Signature of person coordinating drill)

11/4/19

Date

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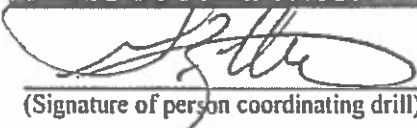
School Year: 2019-2020

SCHOOL BUILDING INFORMATION					
<input checked="" type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	Name of Person Coordinating Drill: <u>GEORGE ZIEGLOW</u>	
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview		
Date of Drill: <u>1/7/20 (for 1/4/20)</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				
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>1:00 pm</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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- 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	
List Exact time required to evacuate building/shelter/secure	<u>N/A</u> minutes
List total number of participants including guest, itinerant staff	# <u>3</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>MAIN PADDLES EXPIRED 12/19</u> <u>BACKUP PADDLES EXPIRED 05/15</u>	

DRILL COORDINATION	
 _____ (Signature of person coordinating drill)	<u>1/7/20</u> _____ Date

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Date of Drill: <u>1/13/20</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				
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		<i>1:00 pm class change</i>		
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

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DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	2 minutes
List total number of participants including guest, itinerant staff	# 400
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:	

DRILL COORDINATION	
_____ (Signature of person coordinating drill)	<u>1/13/20</u> _____ Date
School:	<input type="checkbox"/> Please SCAN completed drill form to the Office of Student Services immediately following an emergency drill or actual emergency

Student Services:	<input type="checkbox"/> Forward to OTR to post completed report on school bldg. website within 30-school days of drill and maintain for 3-years <input type="checkbox"/> Scan completed LOCKDOWN (drills and actual) form only to: Richard Warner, P.E.M., B. A., Director Muskegon County Emergency Services WarnerRi@co.muskegon.mi.us
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