

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>4-11-18</u>	Title of Person Coordinating Drill: <u>DEEN</u>

## TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b><u>Fire Drill</u></b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b><u>Tornado Drill</u></b> Minimum of 2 required				
<b><u>Lock Down/Shelter in Place Drill **</u></b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b><u>AED/Cardiac Emergency Response (Automated External Defibrillator)</u></b>	X			

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/shelter/secure <u>8:15 AM</u>
Total # of participants <u>75</u>

## DRILL COORDINATION

<u>T. Knight</u>	<u>4-11-18</u>
(Signature of person coordinating drill)	Date

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>9-27-18</u>	Title of Person Coordinating Drill: <u>Dean</u>

### TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool	X			
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure <u>9 min</u>	
Total # of participants <u>451</u>	

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>[Signature]</u> (Signature of person coordinating drill)	<u>9-27-18</u> Date
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- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill:	Title of Person Coordinating Drill: <u>Dean</u>

### TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool	X			
<b>Tornado Drill</b> <u>Minimum of 2 required</u>				
<b>Lock Down/Shelter in Place Drill **</b> <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure <u>5 min</u>	
Total # of participants <u>453</u>	

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

Remarks:

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### DRILL COORDINATION

[Signature] \_\_\_\_\_ Date 10-16-18

(Signature of person coordinating drill)

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>10-18-18</u>	Title of Person Coordinating Drill:

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required; At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1	X			
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure	<u>8 min</u>
Total # of participants	<u>453</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

J. Hinkle \_\_\_\_\_ 10-18-18 \_\_\_\_\_  
 (Signature of person coordinating drill) Date

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 2018-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T Knight</u>
Date of Drill: <u>10/26/18</u>	Title of Person Coordinating Drill: <u>Dein</u>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required. At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool			X	
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response (Automated External Defibrillator)</b>				

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/shelter/secure	<u>4 mins</u>
Total # of participants	<u>450</u>

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

(Signature of person coordinating drill) T Knight
Date 10-26-18

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

Building: <i>Ookview</i>	Name of Person Coordinating Drill: <i>T. Knight</i>
Date of Drill: <i>11/29/18</i>	Title of Person Coordinating Drill: <i>Dean</i>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b>Tornado Drill</b> Minimum of 2 required	<i>X 3:22</i>			
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure	<i>5 mins</i>
Total # of participants	<i>461</i>

**DRILL COORDINATION**

<i>T. Knight</i> _____ (Signature of person coordinating drill)	<i>11-29-18</i> _____ Date
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- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Jakiew</u>	Name of Person Coordinating Drill: <u>Tracy Knight</u>
Date of Drill: <u>1-23-19</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1	X			
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure	<u>8 min</u>
Total # of participants	<u>463</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:	

### DRILL COORDINATION

[Signature]
1-23-19  
 (Signature of person coordinating drill) Date

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>2-5-19</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

### TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b>Tornado Drill</b> Minimum of 2 required	x 2:05			
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response (Automated External Defibrillator)</b>				

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/shelter/secure	6
Total # of participants	464
This drill report is documentation for emergency drill (circle one) #1 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> 3 4 5 6 7 8 for the current school year.	
Remarks:	

### DRILL COORDINATION

T. Knight \_\_\_\_\_ 2-5-19 \_\_\_\_\_  
 (Signature of person coordinating drill) Date

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years



# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>4-9-19</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool	<u>11:47</u>			
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure	<u>5 min</u>
Total # of participants	<u>469</u>

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>T. Knight</u> (Signature of person coordinating drill)	<u>4-11-19</u> Date
School:	<input checked="" type="checkbox"/> Fax completed drill form to the Office of Student Services immediately following drill
Student Services:	<input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
OTR:	<input type="checkbox"/> Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>A-16-19</u>	Title of Person Coordinating Drill: <u>DELR</u>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool				
<b>Tornado Drill</b> <u>Minimum of 2 required</u>				
<b>Lock Down/Shelter in Place Drill **</b> <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)	X			

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/shelter/secure	<u>8:20</u>
Total # of participants	<u>75</u>

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

Remarks:

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### DRILL COORDINATION

T. Knight \_\_\_\_\_ A-16-19  
 (Signature of person coordinating drill) Date

- School:  Fax completed drill form to the Office of Student Services immediately following drill
- Student Services:  Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR:  Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 18-19

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T. Knight</u>
Date of Drill: <u>5-8-19</u>	Title of Person Coordinating Drill: <u>Dean</u>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1 * 8 are required for Preschool	X			
<b>Tornado Drill</b> Minimum of 2 required				
<b>Lock Down/Shelter in Place Drill **</b> Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
<b>AED/Cardiac Emergency Response</b> (Automated External Defibrillator)				

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/shelter/secure	<u>3 min</u>
Total # of participants	<u>406</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 4 <b>5</b> 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION	
<u>T. Knight</u> (Signature of person coordinating drill)	<u>5-8-19</u> Date
School: <input checked="" type="checkbox"/>	Fax completed drill form to the Office of Student Services immediately following drill
Student Services: <input type="checkbox"/>	Forward completed drill form to OTR secretary (Office of Technology and Research)
OTR: <input type="checkbox"/>	Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years