

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-2019

SCHOOL BUILDING INFORMATION	
<input type="checkbox"/> Lakeside <input checked="" 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: <u>Kelly Ivy</u>
Date of Drill: <u>9-13-18</u>	Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst Principal</u>

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	234pm			
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

List Exact time required to evacuate building/shelter/secure	4 minutes
List total number of participants including guest, itinerant staff	# 605
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

Kelly Ivy _____ 9/13/18 _____
 (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

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School Year: 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" 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>10-3-18</u>		Name of Person Coordinating Drill: <u>Kelly Ivy</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst Principal</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	9:25			
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	
List Exact time required to evacuate building/shelter/secure	<u>4 1/2</u> minutes
List total number of participants including guest, itinerant staff	# <u>635</u>
This drill report is documentation for emergency drill (circle one) #1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 for the current school year.	
Remarks:	

DRILL COORDINATION

(Signature of person coordinating drill) Kelly Ivy 10/3/18 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: 2018-19

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" 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>Mon, Oct 15, 2018</u>			Name of Person Coordinating Drill: <u>Kelly Ivy</u>
			Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input type="checkbox"/> <u>Asst Principal</u>

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			11:04	
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

List Exact time required to evacuate building/shelter/secure	<u>3 1/2</u> minutes
List total number of participants including guest, itinerant staff	# <u>593</u>
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: <u>Smooth</u>	

DRILL COORDINATION

Kelly Ivy _____ 10/15/18
(Signature of person coordinating drill) 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

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

SCHOOL BUILDING INFORMATION	
<input type="checkbox"/> Lakeside <input checked="" 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: <div style="font-size: 1.2em; font-family: cursive;">Kelly Liv</div>
Date of Drill: Nov 12, 2018	Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> Asst 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	9:26			
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	4 1/2 minutes
List total number of participants including guest, itinerant staff	# 590
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 7 8 for the current school year.	

Remarks: Went well - door to Library closest to main door was unlocked. Staff will be notified, a sign posted door must remain locked

DRILL COORDINATION	
<div style="font-size: 1.5em; font-family: cursive; text-align: center;">Kelly Liv</div> (Signature of person coordinating drill)	<div style="font-size: 1.5em; font-family: cursive; text-align: center;">11/12/18</div> 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 Year: 2018-19

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" 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>11-15-18.</u>		Name of Person Coordinating Drill: <u>Kelly Ivy</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst. Principal</u>	

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>	<u>10:07</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>605.</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:	

DRILL COORDINATION

Kelly Ivy _____ 11/15/18
 (Signature of person coordinating drill) 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 Year: 2018-2019

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" 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>3/14/19</u>		Name of Person Coordinating Drill: <u>Justin Ego</u>	
		Title of Person Coordinating Drill: <u>Asst Principal</u>	
		<input type="checkbox"/> Dean of Students <input type="checkbox"/> 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	<u>2:31pm</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
- 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>14</u> minutes <u>37</u> seconds.
List total number of participants including guest, itinerant staff	# <u>565</u> .
This drill report is documentation for emergency drill (circle one) #1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 for the current school year.	
Remarks: <u>Coordinated w/ City of Muskegon Pd.</u>	

DRILL COORDINATION

(Signature of person coordinating drill) Justin Ego 3-14-19
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	
<input type="checkbox"/> Lakeside <input checked="" 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: <u>Justin Ego-</u>
Date of Drill:	Title of Person Coordinating Drill: <u>Asst Principal</u> <input type="checkbox"/> Dean of Students <input type="checkbox"/> 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	<u>207pm</u>			
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 assesment
- 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>4</u> minutes
List total number of participants including guest, itinerant staff	# <u>579</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) Justin Ego March 20, 2019
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>Justin Ego.</u>
<input type="checkbox"/> Lakeside	<input checked="" 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	Title of Person Coordinating Drill: <u>Asst Principal</u>
Date of Drill:				<input type="checkbox"/> Dean of Students <input type="checkbox"/> 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	<u>209/10</u>		<u>X</u>	
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

List Exact time required to evacuate building/shelter/secure	<u>4 1/2</u> minutes
List total number of participants including guest, itinerant staff	# <u>617</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) Justin Ego Date 04-17-2019

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: 2019-20

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" 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>5-16-19</u>		Name of Person Coordinating Drill: <u>Justin Ego</u>	
		Title of Person Coordinating Drill: <u>Asst Principal</u>	
		<input type="checkbox"/> Dean of Students <input type="checkbox"/> 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				<u>9:55</u>
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	
List Exact time required to evacuate building/shelter/secure	<u>4</u> minutes
List total number of participants including guest, itinerant staff	# <u>629</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) Justin Ego 5/16/2019
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