

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: ~~18/19~~ 18/19 *duh*

Building: MUSKEGON MIDDLE SCHOOL	Name of Person Coordinating Drill: P. RAY / P. KUJIBZIEK
Date of Drill: 9/12/18	Title of Person Coordinating Drill: Sec / Pn

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 * 8 are required for Preschool				
Tornado Drill 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)	9/12 9AM			

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	1 minute
Total # of participants	4 - KUDZ - SURGE
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 7 8 for the current school year.	
Remarks: AED TEAM CALLED TO CLASSROOM - KUDZ LL TOOK EQ ZAPPED VITIM NIBEE STARTED W/ DRILL - 10 AUBIBLE HCA	

DRILL COORDINATION



P. RAY nkr 9/12/18

 (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

SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: 
<input 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	Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input type="checkbox"/> 
Date of Drill: <u>9/20/18</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	#1 - 12:56			
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	5 minutes
List total number of participants including guest, itinerant staff	# 618
This drill report is documentation for emergency drill (circle one) # <u>(F) 1</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks: <u>FIRST FIRE DRILL OF THE YEAR. LOTS OF SLOW MOVING, PUSHING, SHUDDLING, PLAYING IN HALLS - STUDENTS WILL BE REMINDED HOW TO CONDUCT THEMSELVES DURING A DRILL.</u>	

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date 9/20/18

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

Paul ✓

School Year: 2018-19

SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: <i>P. Ray</i>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <i>Sec</i>
Date of Drill: <i>10/10/18</i>				

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	<i>10:10 A.M.</i>			
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	<i>4 MINUTES</i> minutes
List total number of participants including guest, itinerant staff	<i># 1001</i>
This drill report is documentation for emergency drill (circle one) #1 (F) 2 3 4 5 6 7 8 for the current school year.	
Remarks: <i>KIDS/STAFF MOVED OUT WELL - SOME BUNCHING UP/PLAYING @ AT THE 1ST FLOOR WEST ENTRANCE WHEEL BOUND STUDENT BROUGHT DOWN VERY EFFICIENTLY & QUICKLY.</i>	

DRILL COORDINATION

(Signature of person coordinating drill) *[Signature]* Date *10/10/18*

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

10/20/18

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>10/29/18</u>			Name of Person Coordinating Drill: <u>Paul Kurbitzel</u>
			Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" 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	<u>12:57 pm</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 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># 530</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>some playing around in the halls. some students laying on the floor. other than that, a good drill.</u>	

DRILL COORDINATION

Paul Kurbitzel
 (Signature of person coordinating drill)

10/20/18
 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 type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Onkview
Date of Drill: <u>11/5/18.</u>		Name of Person Coordinating Drill: <u>PK / POLICE / PRAY</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>PK</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				
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>1/5 @ 9:30</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
- 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>less than 1 minutes</u>
List total number of participants including guest, itinerant staff	<u># 600.</u>
This drill report is documentation for emergency drill (circle one) <u>4</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks: <u>ONE VISITOR & STUDENT IN OFFICE. ONE EQUIP. TECH IN LOUNGE - ALL STAYED LOCKED IN. NO STUDENTS IN HALLWAYS! ALL TEACHERS FOLLOWED PROCEDURES ONE STUDENT FROM BAND, ONE FROM ROT CAME OUT OF ROOMS BEFORE ALL CLEAR ANNOUNCED = 2 CASUALTIES!</u>	

DRILL COORDINATION

[Signature]
(Signature of person coordinating drill)
11/5/18
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

out

SCHOOL BUILDING INFORMATION				
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	Name of Person Coordinating Drill: <i>Plan</i>
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	
Date of Drill: <i>11/12/18</i>				Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <i>Secretary</i>

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	<i>11:40 a.m.</i>			
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	<i>3</i> minutes
List total number of participants including guest, itinerant staff	<i># 598</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>A good drill. A few lollygaggers on 2nd floor - got everyone out in 3 minutes.</i>	

DRILL COORDINATION

(Signature of person coordinating drill) *[Signature]* Date *11/12/18*

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 type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>1/7/19</u>			Name of Person Coordinating Drill: <u>P. Raw</u>
			Title of Person Coordinating Drill: <input 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	<u>2:07pm</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</u> minutes
List total number of participants including guest, itinerant staff	<u># 548</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 <u>4</u> 5 6 7 8 for the current school year.	
Remarks: <u>CUSTODIAN ACCIDENTLY SET OFF ALARM, IT WAS RAINING SO THE KIDS DID NOT WANT TO GO OUT - A FEW SLOW MOVERS - LOTS OF GRUMBLING, BUT THEY ALL MADE IT OUT</u>	

DRILL COORDINATION

1/7/19
 (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

Actual

School Year: 2018-19

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>1/7/19</u>		Name of Person Coordinating Drill: <u>A. Kuroziels / 1 Principal / 1 Par</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Nurse K.</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				
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	<i>AED #2 1:40</i>			

- 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	_____ minutes
List total number of participants including guest, itinerant staff	# <u>4</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: <i>AED TEAM REQUEST DIRECTED TO CA Nurse L Drilled pa</i>	<i>IC TOOK AED EQUIP</i>

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date 1/7/19

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
 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 type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>1/10/19</u>		Name of Person Coordinating Drill: <u>P. Row / P. Kurczick</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" 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	1:10			
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	# 530
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: <u>SHORT IN PULL STATION IN ROOM 162 CAUSED ALARM TO GO OFF - STUDENTS SLOW TO MOVE OUT AS IT WAS SNOOZING. ONE TEACHER DID NOT EVACUATE THE BUILDING - FIRE DEPT DISPATCHED AS WE WEREN'T SURE WHY ALARM WENT OFF -</u>	

DRILL COORDINATION

[Signature]

(Signature of person coordinating drill) _____ Date 1/10/19

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

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 type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>1/16/19</u>		Name of Person Coordinating Drill: <u>PAULA RAY / PAUL KUNDZIEL / POLICE Dept.</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <u>Paul Kundziel</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>				
Lock Down/Shelter in Place Drill ** <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1	<u># 2</u> <u>12:52</u> <u>1:04</u>			
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>2</u> minutes
List total number of participants including guest, itinerant staff	<u># 568</u>
This drill report is documentation for emergency drill (circle one) # <u>LD</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks: <u>WHEN LOCKDOWN ANNOUNCED KIDS IN HALL WERE SCREAMING - 3 STUDENTS IN LOBBY - 2 BROUGHT INTO OFFICE, 1 REFUSED EVERYONE'S QUIET EXCEPT FOR TWO CLASSROOMS (PER POLICEMAN) ONE STUDENT WANDERING ON 2. A TEACHER GOT HER IN. STUDENT IN HALL ON FIRST FLOOR BEFORE "ALL CLEAR"</u>	

DRILL COORDINATION

POSSIBLE CASUALTIES - 3

(Signature of person coordinating drill)
1/16/19 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

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: 5/24/19		Name of Person Coordinating Drill: KURT ZIEGLER	
Title of Person Coordinating Drill: Principal		<input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input type="checkbox"/>	
TYPE AND 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			
Tornado Drill (Severe Weather) Minimum of 2 required	11:20		
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	A minutes
List total number of participants including guest, itinerant staff	# 1587
This drill report is documentation for emergency drill (circle one) #1 <input checked="" type="checkbox"/> #2 <input type="checkbox"/>	J 4 5 6 7 8 for the current school year.
Remarks: AS DRILL WAS CLOSER TO BELL, KIDS WERE KIND OF AWC CEN PUT SHELTER IN PLACE	

DRILL COORDINATION	
Signature of person coordinating drill:	Date: 5/24/19

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

Scan completed LOCKDOWN (drills and actual) form only to:
Richard Warner, P.E.M., B. A., Director
Muskegon County Emergency Services
WarnerR1@co.muskegon.mi.us