

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-2020

SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: <div style="text-align: center;"><i>Eddie Brown</i></div>
<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: <i>9-23-19</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>X</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>5 minutes 19 sec.</i>
List total number of participants including guest, itinerant staff	# <i>370</i>
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	
<div style="text-align: center;"><i>Eddie Brown</i></div> _____ (Signature of person coordinating drill)	<div style="text-align: center;"><i>9/23/19</i></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
WarnerR@co.muskegon.mi.us

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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>10-10-19</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 <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>	Ⓟ 10:40	—	—	—
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>	—	—	—	—

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DRILL DETAIL

List Exact time required to evacuate building/shelter/secure	<u>4</u> minutes <u>56</u> Sec.
List total number of participants including guest, itinerant staff	# <u>350</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

Eddie Brown

 (Signature of person coordinating drill)

10/10/19

 Date

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

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SCHOOL BUILDING INFORMATION			
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<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>10-23-19</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 & 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		(specials) 2:10 p.m.		
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				

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DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	<u>4</u> minutes <u>45</u> sec.
List total number of participants including guest, itinerant staff	# <u>360</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:	

DRILL COORDINATION

Eddie Brown
(Signature of person coordinating drill)
10/23/19
Date

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<input type="checkbox"/> MMS	<input checked="" type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>12-18-19</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	10:46			
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				

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DRILL DETAIL

List Exact time required to evacuate building/shelter/secure	3 minutes 17 seconds
List total number of participants including guest, itinerant staff	# 300
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

12/18/19
 (Signature of person coordinating drill) Date

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