

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 2018-19

<b>SCHOOL BUILDING INFORMATION</b>			
<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
Date of Drill: <u>9/14/18</u>			Name of Person Coordinating Drill: <u>JOY NASH</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
<b>Fire Drill</b> Minimum of 5 required; At least 3 by December 1 At least 2 after December 1				
<b>Tornado Drill (Severe Weather)</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> Minimum of 1 required	10:00 AM			

- 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 DETAILS	
List Exact time required to evacuate building/shelter/secure	minutes
List total number of participants including guest, itinerant staff	# <u>295 enrollment</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 <u>6</u> 7 8 for the current school year.	
Remarks:	

### DRILL COORDINATION

Signature of person coordinating drill: Joy Nash      Date: 9/14/18

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](mailto:WarnerRi@co.muskegon.mi.us)



EMAILED 10/30

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<b>SCHOOL BUILDING INFORMATION</b>				Name of Person Coordinating Drill: <u>Joy NASH</u>
<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 checked="" 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: <u>10/26/18</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	2:45-2:52			
<b>Tornado Drill (Severe Weather)</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> 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.

<b>DRILL DETAIL</b>	
List Exact time required to evacuate building/shelter/secure	7 minutes
List total number of participants including guest, itinerant staff	# 313
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**

Joy Nash (Signature of person coordinating drill) 10/26/18 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

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SCHOOL BUILDING INFORMATION				
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	Name of Person Coordinating Drill: <u>Joy Nash</u>
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input checked="" type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	
Date of Drill: <u>11/9/18</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
<b>Fire Drill</b> Minimum of 5 required; At least 3 by December 1 At least 2 after December 1				
<b>Tornado Drill (Severe Weather)</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	<u>9:35 - 9:49</u>			
<b>AED/Cardiac Emergency Response (Automated External Defibrillator)</b> 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>14</u> minutes
List total number of participants including guest, itinerant staff	<u># 270</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

Joy Nash
11/9/18  
 (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

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**School Year: 2018-19**

<b>SCHOOL BUILDING INFORMATION</b>				Name of Person Coordinating Drill: <u>JOY NASH</u>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquene	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS	
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input checked="" 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: <u>5/13/19</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				
<b>Tornado Drill (Severe Weather)</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	2:33-2:49			
<b>AED/Cardiac Emergency Response (Automated External Defibrillator)</b> 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	minutes
List total number of participants including guest, itinerant staff	# <u>283</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**

Joy Nash \_\_\_\_\_ 5/13/19  
 (Signature of person coordinating drill) Date

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<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 checked="" type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Date of Drill: <u>5/30/19</u>	

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	X			
<b>Tornado Drill (Severe Weather)</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> 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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<b>DRILL DEFENSE</b>	
List Exact time required to evacuate building/shelter/secure	<u>5</u> minutes
List total number of participants including guest, itinerant staff	# <u>290</u>
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 <u>(6)</u> 7 8 for the current school year.	
Remarks:	

**DRILL COORDINATION**

Joy Nash \_\_\_\_\_ Date 5/30/19  
 (Signature of person coordinating drill)

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