

**Muskegon Public Schools  
School Emergency Drills Documentation Form**

School Year: 2018-2019

<b>SCHOOL BUILDING INFORMATION</b>				Name of Person Coordinating Drill: <u>Kelly Ivy</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: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst Principal</u>
Date of Drill: <u>9-12-19.</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				
<b>AED/Cardiac Emergency Response (Automated External Defibrillator)</b> Minimum of 1 required	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**

List Exact time required to evacuate building/shelter/secure	<u>n/a</u> minutes
List total number of participants including guest, itinerant staff	# <u>4</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) Kelly Ivy Date 9-12-19.

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: 2019-2020

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>9-20-19</u>		Name of Person Coordinating Drill: <u>Amado Perez</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
<b>Fire Drill</b> <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1	<u>2:25pm</u>			
<b>Tornado Drill (Severe Weather)</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 (Automated External Defibrillator)</b> <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>5</u> minutes
List total number of participants including guest, itinerant staff	# <u>577</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]  
(Signature of person coordinating drill)
09/20/2019  
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](mailto:WarnerRi@co.muskegon.mi.us)

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 2019-2020

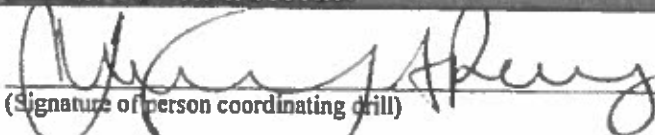
SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input checked="" type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill:			Name of Person Coordinating Drill: <u>Amado Perez</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
<b>Fire Drill</b> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1	10:47			
<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.

DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	3 minutes 47 seconds.
List total number of participants including guest, itinerant staff	# 607
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)       10/03/2019 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](mailto:WarnerRi@co.muskegon.mi.us)

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-2020

<b>SCHOOL BUILDING INFORMATION</b>				Name of Person Coordinating Drill: <u>Umaro Perez</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: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst Principal</u>
Date of Drill: <u>10-23-19</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	<u>11:10</u>			
<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.

DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	<u>3 minutes 2 seconds</u>
List total number of participants including guest, itinerant staff	# <u>597</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	
_____ (Signature of person coordinating drill)	<u>10/23/2019</u> Date
School: <input type="checkbox"/> 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)

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-2020


<b>SCHOOL BUILDING INFORMATION</b>		
<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>Amado Perez</u>	
Date of Drill: <u>11-14-19</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
<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			1:08	
<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.

DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	21 minutes
List total number of participants including guest, itinerant staff	# 620
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>Coordinated with City of Muskegon Police Dept.</u>	

## DRILL COORDINATION

 (Signature of person coordinating drill)	<u>11/14/2019</u> Date
School: <input type="checkbox"/> 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)

# Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-2020

<b>SCHOOL BUILDING INFORMATION</b>	
<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: <div style="font-size: 1.2em; font-family: cursive;">Amado Perez</div>
Date of Drill: <span style="font-size: 1.5em; font-family: cursive;">01-06-2020</span>	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
<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	2:37 pm			
<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.

DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	5 minutes
List total number of participants including guest, itinerant staff	# 632
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 7 8 for the current school year.	
Remarks: <span style="font-size: 1.1em; font-family: cursive;">over head speaker not working properly - technology notified bell only rings once and not very audible put in a work order.</span>	

DRILL COORDINATION	
<div style="font-size: 1.5em; font-family: cursive; text-align: center;">Amado Perez</div> (Signature of person coordinating drill)	<div style="font-size: 1.5em; font-family: cursive;">01-06-2020</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](mailto:WarnerRi@co.muskegon.mi.us)

# Muskegon Public Schools

## School Emergency Drills Documentation Form

School Year: 2019-2020

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>February 7, 2020</u>			Name of Person Coordinating Drill: <u>Armando Perez</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
<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	<u>2:37</u>			
<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.

DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	<u>3:00</u> minutes <u>40 seconds</u> .
List total number of participants including guest, itinerant staff	# <u>534</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:	<u>Technology has not repaired our speakers - the "ding" for the drill is totally inaudible. We announced the drill</u>

DRILL COORDINATION	
 _____ (Signature of person coordinating drill)	<u>02/07/2020</u> _____ 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