

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-2020

SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>Fire Drill 9/5/19</u>			Name of Person Coordinating Drill: <u>B. Loudermill</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	✓			1:02 pm
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>7</u> minutes
List total number of participants including guest, itinerant staff	# <u>959</u>
This drill report is documentation for emergency drill (circle one) #1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 for the current school year.	
Remarks:	

DRILL COORDINATION	
<u>B. Loud</u>	<u>9-9-19</u>
(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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<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>9/9/19</u>		Name of Person Coordinating Drill: <u>B. Lodermill</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	<u>2:35 pm</u>			
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				
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>5</u> minutes
List total number of participants including guest, itinerant staff	# <u>240 (J Bldg)</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>Not planned - system malfunction</u>	

DRILL COORDINATION

B. Lodermill 9-9-19
 (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

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SCHOOL BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>9/17/2019</u>			Name of Person Coordinating Drill: <u>B. Loudermill</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
<u>Fire Drill</u> Minimum of 5 required: At least 3 by December 1 At least 2 after December 1				
<u>Tornado Drill (Severe Weather)</u> Minimum of 2 required				
<u>Lock Down/Shelter in Place Drill **</u> Minimum of 2 required At least 1 by December 1 At least 1 after January 1		<u>1:01 pm</u>		
<u>AED/Cardiac Emergency Response (Automated External Defibrillator)</u> 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	— minutes
List total number of participants including guest, itinerant staff	# <u>1086</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>Shooting in the Community</u>	

DRILL COORDINATION	
<u>B. Loud</u>	<u>9-19-19</u>
(Signature of person coordinating drill)	Date

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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 checked="" type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input checked="" type="checkbox"/> Oakview
Date of Drill: <u>10/11/2019</u>			Name of Person Coordinating Drill: <u>B. Loudermill</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				
Tornado Drill (Severe Weather) Minimum of 2 required	✓			10:16 a.m.
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 DETAILS	
List Exact time required to evacuate building/shelter/secure	minutes
List total number of participants including guest, itinerant staff	# <u>1132</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	
<u>B. Loudermill</u>	<u>10-11-19</u>
(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 BUILDING INFORMATION			
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" type="checkbox"/> MHS
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>10/18/19</u>			Name of Person Coordinating Drill: <u>B. Loudermill</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	X			8:30 A.M.
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				
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
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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>1033</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: <u>Water Suppression System went off in Theatre</u>	

DRILL COORDINATION	
<u>B. Loudermill</u>	<u>10-18-19</u>
(Signature of person coordinating drill)	Date

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SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: <u>B. Loudermill</u>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" 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 checked="" type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input type="checkbox"/> _____
Date of Drill: <u>11/15/19</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	X			10:30 a.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				

- 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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DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	7 minutes
List total number of participants including guest, itinerant staff	# <u>1115</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: <u>Scheduled drill</u>	

DRILL COORDINATION

B. Loudermill _____ 11/15/19 _____
 (Signature of person coordinating drill) Date

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SCHOOL BUILDING INFORMATION				
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" type="checkbox"/> MHS	Name of Person Coordinating Drill: <u>B. Loudermill</u>
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	
Date of Drill: <u>12/11/19</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	X			10:15 a.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				

- 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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DRILL DETAIL	
List Exact time required to evacuate building/shelter/secure	minutes
List total number of participants including guest, itinerant staff	# <u>1100</u>
This drill report is documentation for emergency drill (circle one) #1 2 <u>3</u> 4 5 6 <u>7</u> 8 for the current school year.	
Remarks: <u>Not Scheduled</u>	

DRILL COORDINATION	
<u>B. Loudermill</u>	<u>12-11-19</u>
(Signature of person coordinating drill)	Date

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SCHOOL BUILDING INFORMATION				Name of Person Coordinating Drill: <u>Bernard Luedermill</u> Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Asst Principal</u>
<input type="checkbox"/> Lakeside	<input type="checkbox"/> Marquette	<input type="checkbox"/> MCEC	<input checked="" type="checkbox"/> MHS	
<input type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview	
Date of Drill: <u>1/7/2020</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			X	
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

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DRILL DETAILS	
List Exact time required to evacuate building/shelter/secure	<u>3</u> minutes
List total number of participants including guest, itinerant staff	# <u>1160</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>Central dispatch called to have MHS placed on Lockdown.</u>	

DRILL COORDINATION	
<u>B. Cowell</u> (Signature of person coordinating drill)	<u>1-7-20</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

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