

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 type="checkbox"/> MHS	Name of Person Coordinating Drill: <u>PR/PR</u>
<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 checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>PR</u>
Date of Drill: <u>9/20/19</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	#1 10:00A.			
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>3</u> minutes
List total number of participants including guest, itinerant staff	# <u>797</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>Many students running on second floor. Students in the arts wing did a great job! Students bunched up at all 3 stairwells. Some classroom doors left open. Not too bad for a first drill. :)</u>	

DRILL COORDINATION

[Signature]

(Signature of person coordinating drill) 9/20/19
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: 2019-2020

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	Name of Person Coordinating Drill: <u>PKurczek / MMS</u>
Date of Drill: <u>10/18/19</u>	Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input type="checkbox"/> <u>SEL</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	9:50 A			
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	# 796
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: <u>FIRST FLOOR - DID AN EXCELLENT JOB. - STUDENTS & TEACHERS MOVED OUT QUICKLY - SECOND FLOOR - BOTH GRADES BUNCHED UP AT TOP OF STAIRS, TOOK THEIR TIME COMING DOWN AND DID A LITTLE DANCING IN THE HALLS - VERY NOISY COMING BACK - (HALF DAY EXCITEMENT)</u>	

DRILL COORDINATION

(Signature of person coordinating drill)	<u>10/18/19</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
WarnerR@co.muskegon.mi.us

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 type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>11/13/19</u>		Name of Person Coordinating Drill: <u>PK/PR</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>988</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	#1 12:50			
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>19</u> minutes <u>start to finish</u>
List total number of participants including guest, itinerant staff	<u># 1078</u>
This drill report is documentation for emergency drill (circle one) <u>LD</u> 1 2 3 4 5 6 7 8 for the current school year.	
Remarks:	<u>FIVE VICTIMS ON 2ND FLOOR. BOYS TO BATHROOM ON 2ND FLOOR BEFORE ALL CLEAR. TEACHER ON 2ND FLOOR SUBJECT TO FALLING. FIRST FLOOR CLEARED FIRST. PRINCIPAL SAID MR SIMONS DID GREAT! KIDS SHOWING AWESOME IN EMERGENCY. LAB LOTS OF LOUD ROARS ROOM FOR IMPROVEMENT!!</u>

DRILL COORDINATION

[Signature] _____ 11/13/19
 (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
WarnerR@co.muskegon.mi.us

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 type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>11/26/19</u>		Name of Person Coordinating Drill: <u>PR/PR</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Secretary</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>	1:30			
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) 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	2 minutes
List total number of participants including guest, itinerant staff	# 731
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>6th grade was a bit all over the place. Quit a few students hanging in the hall. Everyone was away from windows and doors. Not too bad for the first drill.</u>	

DRILL COORDINATION

(Signature of person coordinating drill) [Signature] Date 11/26/19

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: 2019-2020

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>12/3/19 - moved to 12/4/19</u>		Name of Person Coordinating Drill: <u>PRALY</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input type="checkbox"/> Principal <input checked="" type="checkbox"/> <u>Sec.</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	9:15 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 DETAIL	
List Exact time required to evacuate building/shelter/secure	1 minutes
List total number of participants including guest, itinerant staff	# 4 + nurse
This drill report is documentation for emergency drill (circle one) <u>AED</u> 1 2 3 4 5 6 7 8 for the current school year.	
Remarks: <u>AED Team called to assist in Room 11201. A student with PIC grabbed the equipment and team met him in room. Nurse arrived about 30 seconds later to assist.</u>	

DRILL COORDINATION	
 (Signature of person coordinating drill)	<u>12/4/19</u> Date
School: <input checked="" 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
WarnerR@co.muskegon.mi.us

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 type="checkbox"/> MHS
<input checked="" type="checkbox"/> MMS	<input type="checkbox"/> Moon	<input type="checkbox"/> Nelson	<input type="checkbox"/> Oakview
Date of Drill: <u>12/5/19</u>		Name of Person Coordinating Drill: <u>P. Kuntzke / P. Ray</u>	
		Title of Person Coordinating Drill: <input type="checkbox"/> Dean of Students <input checked="" type="checkbox"/> Principal <input type="checkbox"/> <u>Sec.</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	<u>10:30</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>3</u> minutes
List total number of participants including guest, itinerant staff	# <u>748</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: <u>SOME SQUEALING & RUNNING AT THE BEGINNING (with girl) BUT EVERYONE MOVED OUT NICELY - NO BOWING UP on 2nd floor like last time. ALL CLEAR IN 3 minutes & very nice drill.</u>	

DRILL COORDINATION


(Signature of person coordinating drill)
12/5/19
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
WarnerR@co.muskegon.mi.us