

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-20

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>T Knight</u>
Date of Drill: <u>9-10-19</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

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 * 8 are required for Preschool				
<u>Tornado Drill</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>AED/Cardiac Emergency Response</u> (Automated External Defibrillator)	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	
Exact time required to evacuate/shelter/secure	
Total # of participants	25

DRILL COORDINATION

<u>T Knight</u> (Signature of person coordinating drill)	<u>9-10-19</u> Date
School: <input checked="" type="checkbox"/> Fax completed drill form to the Office of Student Services immediately following drill	
Student Services: <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)	
OTR: <input type="checkbox"/> Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years	

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-20

Building: <u>Dakewood Elem</u>	Name of Person Coordinating Drill: <u>Tracey Knight</u>
Date of Drill: <u>9-18-19</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

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 * 8 are required for Preschool	✓			
<u>Tornado Drill</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>AED/Cardiac Emergency Response</u> (Automated External Defibrillator)				

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

Exact time required to evacuate/shelter/secure <u>5 min</u>
Total # of participants <u>380</u>

DRILL COORDINATION

Tracey Knight
9-18-19
 (Signature of person coordinating drill) Date

- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-20

Building: <i>Oakview Elem</i>	Name of Person Coordinating Drill: <i>Tracy Knight</i>
Date of Drill: <i>10-16-19</i>	Title of Person Coordinating Drill: <i>Dean of Students</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 * 8 are required for Preschool	<i>x</i>			
Tornado Drill 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)				

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

Exact time required to evacuate/shelter/secure <i>5 mins</i>
Total # of participants <i>385</i>

DRILL COORDINATION

<i>[Signature]</i>	<i>10-16-19</i>
(Signature of person coordinating drill)	Date

- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2018-19

Building: <i>Oakview Elementary</i>	Name of Person Coordinating Drill: <i>Tracey Knight</i>
Date of Drill: <i>10-18-19</i>	Title of Person Coordinating Drill: <i>Dean of Students</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 * 8 are required for Preschool				
Tornado Drill 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)				

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
Exact time required to evacuate/shelter/secure <i>12 min</i>
Total # of participants <i>380</i>

DRILL COORDINATION

Tracey Knight
10-18-19
 (Signature of person coordinating drill) Date

- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-20

Building: <i>Oakview</i>	Name of Person Coordinating Drill: <i>Tracey Knight</i>
Date of Drill: <i>10-28-19</i>	Title of Person Coordinating Drill: <i>Dean of Students</i>

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 * 8 are required for Preschool		<i>8</i>		
Tornado Drill <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)				

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

Exact time required to evacuate/shelter/secure <i>3 min</i>
Total # of participants <i>387</i>

DRILL COORDINATION

_____ (Signature of person coordinating drill)	<i>10-28-19</i> _____ Date
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- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-20

Building: <i>Oakview Elementary</i>	Name of Person Coordinating Drill: <i>Tracey Knight</i>
Date of Drill: <i>11-21-19</i>	Title of Person Coordinating Drill: <i>Dean of Students</i>

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 * 8 are required for Preschool				
<u>Tornado Drill</u> Minimum of 2 required	X			
<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>AED/Cardiac Emergency Response</u> (Automated External Defibrillator)				

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

Exact time required to evacuate/shelter/secure <i>4 mins</i>
Total # of participants <i>385</i>

DRILL COORDINATION

_____ (Signature of person coordinating drill)	_____ Date
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- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2019-20

Building: <u>Oakview</u>	Name of Person Coordinating Drill: <u>Tracey Knight</u>
Date of Drill: <u>1-23-20</u>	Title of Person Coordinating Drill: <u>Dean of Students</u>

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 * 8 are required for Preschool				
<u>Tornado Drill</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	X			
<u>AED/Cardiac Emergency Response (Automated External Defibrillator)</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	
Exact time required to evacuate/shelter/secure	<u>9 mins</u>
Total # of participants	<u>386</u>

DRILL COORDINATION

 (Signature of person coordinating drill)

1-23-20

 Date

- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

Muskegon Public Schools

School Emergency Drills Documentation Form

School Year: 2019-20

Building: <i>Oakview</i>	Name of Person Coordinating Drill: <i>Tracey Knight</i>
Date of Drill: <i>2-7-20</i>	Title of Person Coordinating Drill: <i>Dean of Student</i>

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 * 8 are required for Preschool				
Tornado Drill <u>Minimum of 2 required</u>	<i>X 2:34pm</i>			
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)				

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

Exact time required to evacuate/shelter/secure	<i>6 min</i>
Total # of participants	<i>393</i>

DRILL COORDINATION

Tracey Knight _____ Date *2-7-20*

(Signature of person coordinating drill)

- School: Fax completed drill form to the Office of Student Services immediately following drill
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years