

	Date / Time	Date / Time	Date / Time	Date / Time
Fire	October 15 @ 2:00 PM	November 17 @ 2:00 PM	April 14 @ 10:30 AM	May 25 @ 2:10 PM
Severe Weather	October 1 @ 1:45 PM	March 2 @ 2:00 PM		
Lock Down/Shelter in Place	October 16 @ 10:00 AM	December 11 @ 2:00 PM	April 15 @ 10:00 AM	
AED/Cardiac Emergency Response	November 6 @ 2:05 PM			
Fire	October 15 @ 1:59 PM	November 16 @ 2:00 PM	April 14 @ 10:00 AM	June 2 @ 1:22 PM
Severe Weather	October 1 @ 3:02 PM	March 7 @ 2:04 PM		
Lock Down/Shelter in Place	October 16 @ 1:30 PM	December 11 @ 2:01 PM	April 15 @ 10:15 AM	
AED/Cardiac Emergency Response	May 25 @ 1:00 PM			
Fire	September 22 @ 9:35 AM	October 15 @ 2:00 PM	November 16 @ 2:00 PM	January 13 @ 2:00 PM
Severe Weather	October 1 @ 2:00 PM	March 4 @ 2:00 PM		April 11 @ 10:20 AM
Lock Down/Shelter in Place	October 16 @ 10:00 AM	December 11 @ 2:05 PM	April 15 @ 9:40 AM	
AED/Cardiac Emergency Response	November 6 @ 2:15 PM			

Please note:

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 conducted 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.

Fire Drills: Minimum of 5 required - at least 3 by December 1, at least 2 after December 1

Severe Weather Drill : Minimum of 2 required; 1 in March

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 Drill - Also, must have training plan for AED use and CPR if building houses grades 9-12.

Drills may not conflict with assessment schedule.

Drills on April 15, 2016 were conducted and coordinated with Hugh Welsh - Michigan State Police, Art Stevens - Holton Township Fire Department, Mark Hawk - Holton Township Fire Department while emergency response officials were on site.

Joan Kennedy
06/06/2016



Holton Public Schools
“Rooted in Community, Reaching for Excellence”

Elementary Office – (231) 821-1825 • Middle School Office – (231) 821-1775
High School Office – (231) 821-1725 • Athletic Office – (231) 821-1742

Emergency Preparedness Drill Documentation Forms

2015 – 2016 School Year

Holton Middle School / Holton High School



OCT 02 2015
JFK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☒ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/1/2015

Time of Drill: 1:45PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 220

Drill Number: 1

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students reported to Tornado Safe areas quickly and followed staff directives.

Signature of Emergency Drill Coordinator: _____

Adam Bayne

OCT 16 2015
✓
JTPSchool Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):☒ Holton High School / Holton Middle School☐ Holton Elementary School☐ Holton Virtual Academy**Type of Drill (Check One):**☒ Fire Drill (5 required)☐ Tornado Drill (2 required)☐ Lock Down / Shelter in Place (3 required)☐ Medical Emergency Response (1 required)**Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____Date of Drill: 10/15/2015

Time of Drill: 2:00PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 416

Drill Number: 2

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff exited the building quickly and appropriately.

Signature of Emergency Drill Coordinator: Adam Bayne Lucas Tyers



OCT 16 2015

✓
JJKSchool Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):☒ Holton High School / Holton Middle School☐ Holton Elementary School☐ Holton Virtual Academy**Type of Drill (Check One):**☐ Fire Drill (5 required)☐ Tornado Drill (2 required)☒ Lock Down / Shelter in Place (3 required)☐ Medical Emergency Response (1 required)**Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____Date of Drill: 10/16/2015

Time of Drill: 10:00AM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 435Drill Number: 3

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff secured the building quickly. This drill was a "shelter in place" and normal classroom activities could occur.

Signature of Emergency Drill Coordinator: _____



NOV 06 2015

✓
JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☒ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/6/2015

Time of Drill: 2:05PM

Time to Evacuate / Shelter / Secure Building: 5 Minutes

Total Participants: 4 (3 members of the MERT and 1 administrator)

Drill Number: 4

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal

Remarks:

Medical Emergency Response Team appropriately responded to a cardiac emergency. Orders for 911 and acquisition of the AED were immediate. Chest compressions were applied as the AED was prepped.

Signature of Emergency Drill Coordinator: _____



NOV 24 2015

School Emergency Preparedness Drills
Documentation Forms

✓
JDK

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/17/2015

Time of Drill: 2:00PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 408

Drill Number: 5

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff exited the building quickly and appropriately.

Signature of Emergency Drill Coordinator: _____



DEC 15 2015
✓
JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☒ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 12/11/2015

Time of Drill: 2:00PM

Time to Evacuate / Shelter / Secure Building: 3 Minutes

Total Participants: 376

Drill Number: 6

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

This was an internal threat lockdown. Staff and students secured rooms and hid. Three rooms had visual access to students from the hallway. One room could be heard from the hallway. Staff and students were reminded of drill expectations. Overall the building was secured quickly and quietly.

Signature of Emergency Drill Coordinator: _____

A Bayne



MAR 07 2016

✓
JTK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☒ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 3/2/2016

Time of Drill: 2:00PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 403

Drill Number: 2

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff reported to their severe weather locations quickly and efficiently.

Signature of Emergency Drill Coordinator: _____



APR 15 2016

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JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 4/14/2016

Time of Drill: 10:30AM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 424

Drill Number: 4

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff exited the building quickly and appropriately.

Signature of Emergency Drill Coordinator: _____



APR 15 2016

School Emergency Preparedness Drills
Documentation Forms

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JJK

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☒ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☒ Emergency Management Coordinator – Name and Title: Art Stevens, Fire Chief

☒ Law Enforcement Official – Name and Title: Hugh Welsh, Michigan State Police

☒ Fire Department / Emergency Responder Official – Name and Title: Marc Hawk

Date of Drill: 4/15/2016

Time of Drill: 10:00AM

Time to Evacuate / Shelter / Secure Building: 2 Minutes

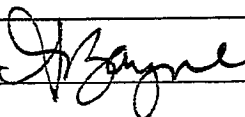
Total Participants: 419

Drill Number: 3

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff hid and all doors were locked.

Signature of Emergency Drill Coordinator: 



APR 28 2016

ADD 2 8 2016

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JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 4/28/2016

Time of Drill: 2:10PM

Time to Evacuate / Shelter / Secure Building: 3 Minutes

Total Participants: 383

Drill Number: 4

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal and Luke Tyers, Behavior Supervisor

Remarks:

Students and staff exited the building quickly and appropriately.

Signature of Emergency Drill Coordinator: _____



MAY 26 2016

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JTF

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☒ Holton High School / Holton Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 5/25/2016

Time of Drill: 2:10PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 384

Drill Number: 11

Name and Title of Person(s) Conducting Drill: Adam Bayne, Principal

Remarks:

Students and staff exited the building quickly and appropriately.

Signature of Emergency Drill Coordinator: _____

Adam Bayne



Holton Public Schools

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High School Office – (231) 821-1725 • Athletic Office – (231) 821-1742

Emergency Preparedness Drill Documentation Forms

2015 – 2016 School Year

Holton Virtual Academy / District Services Building



SEP 22 2015

✓
JFK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 9/22/2015

Time of Drill: 9:35am

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 10

Drill Number: 1 of 5

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director
Remarks:

Students executed the drill without any problems in a quick, safe, and orderly fashion. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of Emergency Drill Coordinator: Tighe Carter



OCT 02 2015
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OK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☒ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/1/2014

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 8

Drill Number: 1 of 2

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Students executed the drill perfectly. All rooms were cleared and all people were accounted for in our designated safe location. Good discussion about how to sit and protect our heads and body.

Signature of Emergency Drill Coordinator: _____

Tighe Carter



OCT 16 2015

✓
JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/15/2015

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 8

Drill Number: 2 of 5

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director
Remarks:

Students executed the drill without any problems in a quick, safe, and orderly fashion. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of Emergency Drill Coordinator: _____

Tighe Carter



OCT 16 2015
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SK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☒ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/16/2015

Time of Drill: 10:00 am

Time to Evacuate / Shelter / Secure Building: approximately 1 minute, slightly less

Total Participants: 12

Drill Number: 1 of 3

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Once the shelter in place was announced I quickly informed the students to turn off their monitors and pull the shades as I pulled the locked door shut. The students then all moved to the safe location in the room and remained quiet for the duration of the drill.

Signature of Emergency Drill Coordinator: Tighe Carter



NOV 06 2015

✓
JK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☒ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/6/2015

Time of Drill: 2:15pm

Time to Evacuate / Shelter / Secure Building: response time of approximately 45 seconds

Total Participants: 8

Drill Number: 1 of 1

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

The drill was conducted in a quick and efficient manner. The drill brought good conversation about different scenarios and responsibilities of personnel in the building and the responsibilities of students in the event of a cardiac emergency.

Signature of Emergency Drill Coordinator: Tighe Carter



NOV 17 2015
✓
JTK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/16/2015

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 7

Drill Number: 3 of 5

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director
Remarks:

Students executed the drill without any problems in a quick, safe, and orderly fashion. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of Emergency Drill Coordinator: Tighe Carter



DEC 14 2015
✓
JTL

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☒ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 12/11/2015

Time of Drill: 2:05pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute, slightly less

Total Participants: 9

Drill Number: 2 of 3

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Once the shelter in place was announced I quickly informed the students to turn off their monitors and pull the shades as I pulled the locked door shut. The students then all moved to the safe location in the room and remained quiet for the duration of the drill. At the end of the drill there was good discussion about why we do what we do for shelter in place and what actions give the best odds for survival.

Signature of Emergency Drill Coordinator: Tighe Carter



JAN 14 2016
✓
JDK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 1/13/2016

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 9

Drill Number: 4 of 5

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Students executed the drill without any problems in a quick, safe, and orderly fashion. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of Emergency Drill Coordinator: Tighe Carter



MAR 04 2016
✓
WJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☒ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 3/4/2016

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 5

Drill Number: 2 of 2

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Students executed the drill perfectly. All rooms were cleared and all people were accounted for in our designated safe location. Good discussion about how to sit and protect our heads and body.

Signature of Emergency Drill Coordinator: _____

Tighe Carter



APR 12 2016

✓ JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 4/11/2016

Time of Drill: 10:20 am

Time to Evacuate / Shelter / Secure Building: approximately 1 minute

Total Participants: 15

Drill Number: 5 of 5

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Students executed the drill without any problems in a quick, safe, and orderly fashion. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of Emergency Drill Coordinator: _____

Tighe Carter



APR 15 2016

✓ JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

☐ Holton High School / Holton Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy

Type of Drill (Check One):

☐ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☒ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

☐ Emergency Management Coordinator – Name and Title: _____

☒ Law Enforcement Official – Name and Title: Hugh Welsch – MI State Police Officer

☒ Fire Department / Emergency Responder Official – Name and Title: Art Stevens – Holton Township Fire Department Chief

Date of Drill: 4/15/2016

Time of Drill: 9:40am

Time to Evacuate / Shelter / Secure Building: less than 1 minute

Total Participants: 5

Drill Number: 3 of 3

Name and Title of Person(s) Conducting Drill: Tighe Carter – Virtual Academy Director

Remarks:

Once the shelter in place was announced I quickly informed the students to turn off their monitors and pull the shades as I pulled the locked door shut. The students then all moved to the safe location in the room and remained quiet for the duration of the drill. At the end of the drill there was good discussion about why we do what we do for shelter in place and what actions put each of us in the best position to survive.

Signature of Emergency Drill Coordinator: Tighe Carter



Holton Public Schools
“Rooted in Community, Reaching for Excellence”

Elementary Office – (231) 821-1825 • Middle School Office – (231) 821-1775
High School Office – (231) 821-1725 • Athletic Office – (231) 821-1742

Emergency Preparedness Drill Documentation Forms

2015 – 2016 School Year

Holton Elementary School



OCT 07 2015

✓
JJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School

Type of Drill (Check One):

- ☐ Fire Drill (5 required) ☒ Tornado Drill (2 required)
☐ Lock Down / Shelter in Place (3 required) ☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

- ☐ Emergency Management Coordinator – Name and Title: _____
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/1/15

Time of Drill: 3:00 pm

Time to Evacuate / Shelter / Secure Building: 7 minutes

Total Participants: 344 Students
23 Staff

Drill Number: 1

Name and Title of Person(s) Conducting Drill: Erin Byrnes, Elementary Principal
Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



OCT 19 2015

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JFKSchool Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):☐ Holton High School / Holton Middle School☒ Holton Elementary School☐ Holton Virtual AcademyType of Drill (Check One):☒ Fire Drill (5 required)☐ Tornado Drill (2 required)☐ Lock Down / Shelter in Place (3 required)☐ Medical Emergency Response (1 required)Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:☐ Emergency Management Coordinator - Name and Title: _____☐ Law Enforcement Official - Name and Title: _____☐ Fire Department / Emergency Responder Official - Name and Title: _____Date of Drill: 10/15/15Time of Drill: 1:59Time to Evacuate Shelter / Secure Building: 2 minutesTotal Participants: 370Drill Number: 1Name and Title of Person(s) Conducting Drill: Erin Byrnes

Remarks:

Signature of Emergency Drill Coordinator: _____

Erin Byrnes

OCT 19 2015

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JKSchool Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):☐ Holton High School / Holton Middle School☒ Holton Elementary School☐ Holton Virtual AcademyType of Drill (Check One):☐ Fire Drill (5 required)☐ Tornado Drill (2 required)☒ Lock Down / Shelter in Place (3 required)☐ Medical Emergency Response (1 required)Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:☐ Emergency Management Coordinator - Name and Title: _____☐ Law Enforcement Official - Name and Title: _____☐ Fire Department / Emergency Responder Official - Name and Title: _____Date of Drill: 10/16/15Time of Drill: 1:30 pmTime to Evacuate / Shelter / Secure Building: 1 minute - building check 5 minutes.Total Participants: 375Drill Number: 1Name and Title of Person(s) Conducting Drill: Erin Byrnes - principal

Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



NOV 23 2015 ✓ DJK

School Emergency Preparedness Drills
Documentation Forms

2015 – 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School

Type of Drill (Check One):

- ☒ Fire Drill (5 required) ☐ Tornado Drill (2 required)
☐ Lock Down / Shelter in Place (3 required) ☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) – Individual(s) need not be present for drill:

- ☐ Emergency Management Coordinator – Name and Title: _____
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/6/15

Time of Drill: 2:00 pm

Time to Evacuate / Shelter / Secure Building: 2 minutes

Total Participants: 370

Drill Number: 3

Name and Title of Person(s) Conducting Drill: Erin Byrnes, principal
Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



DEC 14 2015

School Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School

Type of Drill (Check One):

- ☐ Fire Drill (5 required) ☐ Tornado Drill (2 required)
☒ Lock Down / Shelter in Place (3 required) ☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:

- ☐ Emergency Management Coordinator - Name and Title: _____
☐ Law Enforcement Official - Name and Title: _____
☐ Fire Department / Emergency Responder Official - Name and Title: _____

Date of Drill: 12/11/15

Time of Drill: 2:01 PM

Time to Evacuate / Shelter / Secure Building: 2:03 PM

Total Participants: 365 Drill Number: 2

Name and Title of Person(s) Conducting Drill: Erin Byrnes - Principal
Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



MAR 07 2016

✓ JJK

School Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School**Type of Drill (Check One):**

- ☐ Fire Drill (5 required)
☐ Lock Down / Shelter in Place (3 required)

- ☒ Tornado Drill (2 required)
☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:

- ☐ Emergency Management Coordinator - Name and Title: _____
☐ Law Enforcement Official - Name and Title: _____
☐ Fire Department / Emergency Responder Official - Name and Title: _____

Date of Drill: 3/7/16Time of Drill: 2:04Time to Evacuate / Shelter / Secure Building: 3 minutesTotal Participants: 359Drill Number: 2nd tornado drill.Name and Title of Person(s) Conducting Drill: Erin Byrnes

Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



APR 14 2016

School Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):☐ Holton High School / Holton Middle School☐ Holton Virtual Academy☒ Holton Elementary School**Type of Drill (Check One):**☒ Fire Drill (5 required)☐ Lock Down / Shelter in Place (3 required)☐ Tornado Drill (2 required)☐ Medical Emergency Response (1 required)**Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:**☐ Emergency Management Coordinator - Name and Title: _____☐ Law Enforcement Official - Name and Title: _____☐ Fire Department / Emergency Responder Official - Name and Title: _____Date of Drill: 4/14/16Time of Drill: 10:00 A.M.Time to Evacuate / Shelter / Secure Building: 1:14Total Participants: 371Drill Number: 3Name and Title of Person(s) Conducting Drill: Erin Burnes
Remarks:Signature of Emergency Drill Coordinator: Erin Burnes

APR 15 2016
JTKSchool Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School**Type of Drill (Check One):**

- ☐ Fire Drill (5 required)
☒ Lock Down / Shelter in Place (3 required)

- ☐ Tornado Drill (2 required)
☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:

- ☒ Emergency Management Coordinator - Name and Title: Art Stevens, Holton Fire Chief.
☒ Law Enforcement Official - Name and Title: Hugh Welsh - Michigan State Police
Art Stevens, Fire Chief
☒ Fire Department / Emergency Responder Official - Name and Title: Mark Hawk, Firefighter

Date of Drill: 4/15/16Time of Drill: 10:15 AMTime to Evacuate / Shelter / Secure Building: ~~30~~ 1 minuteTotal Participants: 365Drill Number: 2Name and Title of Person(s) Conducting Drill: Erin Byrnes - Elementary Principal
Remarks:Signature of Emergency Drill Coordinator: Erin Byrnes



MAY 26 2016

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JYSchool Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):☐ Holton High School / Holton Middle School☒ Holton Elementary School☐ Holton Virtual Academy**Type of Drill (Check One):**☐ Fire Drill (5 required)☐ Tornado Drill (2 required)☐ Lock Down / Shelter in Place (3 required)☒ Medical Emergency Response (1 required)**Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:**☒ Emergency Management Coordinator - Name and Title: Erin Byrnes, principal☐ Law Enforcement Official - Name and Title: _____☐ Fire Department / Emergency Responder Official - Name and Title: _____Date of Drill: 5/25/16Time of Drill: 1:00 PMTime to Evacuate / Shelter / Secure Building: 2 minutes to secure all info/materialsTotal Participants: 7Drill Number: 1Name and Title of Person(s) Conducting Drill: Erin Byrnes, principal

Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes

MAY 26 2016
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OKSchool Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):☐ Holton High School / Holton Middle School☒ Holton Elementary School☐ Holton Virtual AcademyType of Drill (Check One):☒ Fire Drill (5 required)☐ Tornado Drill (2 required)☐ Lock Down / Shelter in Place (3 required)☐ Medical Emergency Response (1 required)Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:☒ Emergency Management Coordinator - Name and Title: Erin Byrnes, principal☐ Law Enforcement Official - Name and Title: _____☐ Fire Department / Emergency Responder Official - Name and Title: _____Date of Drill: 5/26/16Time of Drill: 9:28Time to Evacuate / Shelter / Secure Building: 1 minuteTotal Participants: 360Drill Number: 4Name and Title of Person(s) Conducting Drill: Erin Byrnes, principal

Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes



School Emergency Preparedness Drills
Documentation Forms

2015 - 2016 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Holton Middle School
☐ Holton Virtual Academy

☒ Holton Elementary School

Type of Drill (Check One):

☒ Fire Drill (5 required)

☐ Tornado Drill (2 required)

☐ Lock Down / Shelter in Place (3 required)

☐ Medical Emergency Response (1 required)

Drill was Coordinated with (Check all that apply) - Individual(s) need not be present for drill:

☒ Emergency Management Coordinator - Name and Title: Erin Byrnes, Principal

☐ Law Enforcement Official - Name and Title: _____

☐ Fire Department / Emergency Responder Official - Name and Title: _____

Date of Drill: 6/16

Time of Drill: 1:22 PM

Time to Evacuate / Shelter / Secure Building: 1 minute 30 seconds

Total Participants: 318

Drill Number: 5

Name and Title of Person(s) Conducting Drill: Erin Byrnes, Principal

Remarks:

Signature of Emergency Drill Coordinator: Erin Byrnes