

Completed Emergency Drill Schedule - Holton Public Schools

School Year: 2014-2015

	Date / Time	Date / Time	Date / Time	Date / Time
Fire	September 15 @ 8:06 AM	October 16 @ 9:09AM	November 7 @ 2:00PM	April 17 @ 10:02 AM
Severe Weather	September 22 @ 9:00 AM	March 3 @ 1:45 PM		May 20 @ 1:39 PM
Lock Down/Shelter in Place	September 30 @ 12:40 PM	January 14 @ 10:10 AM	April 17 @ 9:45 AM	
AED/Cardiac Emergency Response	November 4 @ 8:30 AM			
Fire	September 11 @ 1:58 PM	October 7 @ 2:00 PM	November 7 @ 10:30 AM	April 14 @ 9:15 AM
Severe Weather	October 28 @ 1:45 PM	March 4 @ 10:30 AM		May 20 @ 1:45 PM
Lock Down/Shelter in Place	September 30 @ 2:00 PM	January 14 @ 11:20 AM	April 17 @ 9:50 AM	
AED/Cardiac Emergency Response	November 19 @ 10:00 AM			
Fire	September 12 @ 10:00AM	October 7 @ 2:00PM	November 6 @ 9:30AM	April 22 @ 8:00AM
Severe Weather	September 17 @ 9:45AM	March 5 @ 1:15PM		May 18 @ 11:30AM
Lock Down/Shelter in Place	September 30 @ 12:00PM	January 13 @ 9:00AM	April 17 @ 9:45AM	
AED/Cardiac Emergency Response	November 20 @ 10:45AM			

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.



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

2014 - 2015

Holton High School / Holton Middle School



MAY 20 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☒ Holton High School / Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: May 20, 2015

Time of the Drill: 1:39PM

Time to Evacuate / Shelter / Secure Building: 2 minutes 56 seconds

Total Participants: 215

Emergency Drill Number: 11

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

Remarks:

This drill was completed to replace the May 15 fire drill. This drill was not completed due to wet weather conditions.

Signature of School Principal or Designee: _____



APR 22 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☒ Holton High School / Middle School ☐ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☒ Emergency Management Coordinator – Name and Title: **Dan Stout, Muskegon County Undersheriff**
☒ Law Enforcement Official – Name and Title: **Kurt Medendorp and Chad Peterson, Muskegon County Sheriff**
☒ Fire Department / Emergency Responder Official – Name and Title: **Art Stevens, Fire Chief**

Date of the Drill: **4/17/15** Time of the Drill: **10:02AM**

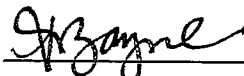
Time to Evacuate / Shelter / Secure Building: **2 Minutes**

Total Participants: **423** Emergency Drill Number: **Drill #10**

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

Remarks:

After completing the internal threat lockdown, a fire drill was completed followed by a mass evacuation to Cornerstone Church.

Signature of School Principal or Designee: 



APR 17 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☒ Holton High School / Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☒ Emergency Management Coordinator – Name and Title: **Dan Stout, Muskegon County Undersheriff**

☒ Law Enforcement Official – Name and Title: **Kurt Medendorp and Chad Peterson, Muskegon County Sheriff**

☒ Fire Department / Emergency Responder Official – Name and Title: **Art Stevens, Fire Chief**

Date of the Drill: **April 17, 2015**

Time of the Drill: **9:45AM**

Time to Evacuate / Shelter / Secure Building: **4 Minutes**

Total Participants: **423**

Emergency Drill Number: **Drill #9**

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

Remarks:

During the lockdown, students and staff were silent and no one was in line of sight. After completing the internal threat lockdown, a fire drill was completed followed by a mass evacuation to Cornerstone Church.

Signature of School Principal or Designee: _____



MAR 04 2015

**School Emergency Preparedness Drill
Documentation Form****2014 -2015 School Year****Name of Reporting School (Check One):**☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____Date of the Drill: **March 3, 2015** Time of the Drill: **1:45PM**Time to Evacuate / Shelter / Secure Building: **5 Minutes**

Total Participants: 302 Emergency Drill Number: 8

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

Remarks:

All students and staff reported to their appropriate areas quickly and efficiently.

Signature of School Principal or Designee: _____



JAN 15 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☒ Holton High School / Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 1/14/15 Time of the Drill: 10:10

Time to Evacuate / Shelter / Secure Building: 2 Minutes

Total Participants: 432 Emergency Drill Number: 7

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

Remarks:

Conducted a "Shelter in Place" drill with an outside threat. Classes continued to progress with no students or staff in the hallways and all doors locked.

Signature of School Principal or Designee: _____



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☒ Holton High School / Middle School

☐ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: November 7, 2104 Time of the Drill: 2PM

Time to Evacuate / Shelter / Secure Building: 4 Minutes

Total Participants: 362 Emergency Drill Number: 6

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

Remarks:

Signature of School Principal or Designee: _____

Adam Bayne



NOV 04 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: 11/4/2014 Time of the Drill: 8:30AM

Time to Evacuate / Shelter / Secure Building: _____

Total Participants: 7 Emergency Drill Number: 5

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

Remarks:

Cardiac Response drill with AED use. 911 was called within 30 seconds of arriving to the "victim." Team dispensed first shock at 2 minutes and 17 seconds.

Signature of School Principal or Designee: _____



OCT 16 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: 10/16/2014 Time of the Drill: 9:09AM

Time to Evacuate / Shelter / Secure Building: 5 Minutes

Total Participants: 388 Emergency Drill Number: 4

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

Remarks:

This drill was conducted during passing time.

Signature of School Principal or Designee: _____



OCT 01 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: 9/30/2014 Time of the Drill: 12:40PM

Time to Evacuate / Shelter / Secure Building: 5 minutes

Total Participants: 319 Emergency Drill Number: 3

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

Remarks:

1 Room with students in line of sight. Students were spoken to about this.

Signature of School Principal or Designee: _____

9-30-14



SEP 22 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: 9/22/2014 Time of the Drill: 9:00AM

Time to Evacuate / Shelter / Secure Building: 5 Minutes

Total Participants: 360 Emergency Drill Number: 2

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

Remarks:

Revise locations for Room 110, 119 and 126.

Signature of School Principal or Designee: _____



SEP 15 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year**Name of Reporting School (Check One):**☒ Holton High School / Middle School☐ Holton Elementary School☐ Holton Virtual Academy / District Services Building**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):**☐ Emergency Management Coordinator – Name and Title: _____☐ Law Enforcement Official – Name and Title: _____☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: 9/15/2014 Time of the Drill: 8:06AM

Time to Evacuate / Shelter / Secure Building: 4 minutes

Total Participants: 397 Emergency Drill Number: 1st Firedrill

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

Remarks:

Signature of School Principal or Designee: _____



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

2014 - 2015

Holton Elementary School



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☐ Emergency Management Coordinator – Name and Title: _____
☐ Law Enforcement Official – Name and Title: _____
☒ Fire Department / Emergency Responder Official – Name and Title: **Art Stevens, Fire Chief**

Date of the Drill: **Wednesday, May 20, 2015**

Time of the Drill: **1:45 PM**

Time to Evacuate / Shelter / Secure Building: **3.5 minutes**

Total Participants: **400** Emergency Drill Number: **Fire Drill #5**

Name and Title of Person(s) Conducting Drill: **Jason J. Kennedy, Principal; Rob Parker, Student Behavior Supervisor**

Remarks: Students and staff exited the building in a timely and organized fashion. Students were quiet when exiting the building and were in a single file line as they exited. All equipment operated as intended. Once to the designated safe area, all students were lined up appropriately, were attentive, and teachers had all properly taken attendance.

Signature of School Principal or Designee: 



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☒ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☒ Emergency Management Coordinator – Name and Title: Dan Stout; Undersheriff and
Emergency Services Director

☒ Law Enforcement Official – Name and Title: Todd Dunham; Sergeant – MCSD, Kurt
Medendorp; Deputy – MCSD, Chad Peterson; Deputy – MCSD

☒ Fire Department / Emergency Responder Official – Name and Title: Art Stevens; Chief –
Holton Township Fire Dept., Mark Hawk – Holton Township Fire Dept.

Date of the Drill: Friday, April 17, 2015

Time of the Drill: 9:50 AM

Time to Evacuate / Shelter / Secure Building: Building was secured almost immediately;
however, it took about 5 minutes to clear the building.


Total Participants: 400

Emergency Drill Number: Lockdown Drill #3

Name and Title of Person(s) Conducting Drill: Jason J. Kennedy, Principal; Rob Parker, Student
Behavior Supervisor

Remarks:

Students and staff entered into internal lockdown procedures almost immediately. All procedures were followed as outlined within the Muskegon County approved internal lockdown procedures. After completing the lockdown drill, a fire drill was conducted while emergency services coordinators were on site. This was followed by a mass evacuation drill.

Signature of School Principal or Designee: 



APR 14 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☐ Emergency Management Coordinator – Name and Title: _____
☐ Law Enforcement Official – Name and Title: _____
☒ Fire Department / Emergency Responder Official – Name and Title: Art Stevens, Fire Chief

Date of the Drill: Tuesday, April 14, 2015

Time of the Drill: 9:15 AM

Time to Evacuate / Shelter / Secure Building: 4 minutes

Total Participants: 400 Emergency Drill Number: Fire Drill #4; Drill #8

Name and Title of Person(s) Conducting Drill: Jason J. Kennedy, Principal; Rob Parker, Student Behavior Supervisor

Remarks: Students and staff exited the building in a timely and organized fashion. Students were quiet when exiting the building and were in a single file line as they exited. All equipment operated as intended. Once to the designated safe area, all students were lined up appropriately, were attentive, and teachers had all properly taken attendance.

Signature of School Principal or Designee: 



MAR 04 2015

School Emergency Preparedness Drills
Documentation Forms

2014 – 2015 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: Plans and procedures reviewed by Dan Stout, Muskegon Emergency Services Coordinator – MCSD Undersheriff

☐ Law Enforcement Official – Name and Title: _____

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

Date of Drill: 3/4/2015

Time of Drill: 10:30 AM

Time to Evacuate / Shelter / Secure Building: 2.5 minutes

Total Participants: 400

Tornado Drill Number: 2

Name and Title of Person(s) Conducting Drill: Jason Kennedy, Rob Parker

Remarks:

Teachers and students completed the drill in an orderly fashion. Upper grade levels were in shelter location and the appropriate position within 1 minute of the drill command. Lower grade levels were sheltered, in position, and listening to instructions within 2 minutes. Students did a great job with the drill and were all quiet and in the appropriate shelter positions according to the drill protocol. A student vomited in the hallway where students would normally shelter as they were entering into the shelter location, so one classroom had to shelter in another location while this was cleaned up.

Signature of Emergency Drill Coordinator: _____



JAN 14 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☒ Emergency Management Coordinator – Name and Title: Dan Stout II; Emergency Coordinator
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: Wednesday, January 14, 2015 Time of the Drill: 11:20 AM

Time to Evacuate / Shelter / Secure Building: Building was secured almost immediately; however, it took about 6 minutes to clear the building and return back to normal classroom activities.

Total Participants: 400 Emergency Drill Number: Lockdown Drill #2

Name and Title of Person(s) Conducting Drill: Jason J. Kennedy, Principal; Rob Parker, Student Behavior Supervisor

Remarks:

Students and staff entered into internal lockdown procedures almost immediately. All procedures were followed as outlined within the Muskegon County approved internal lockdown procedures. In addition, procedures were reviewed with all students and staff, and direction was provided to all students by the principal and the behavior supervisor during each grade level lunch period regarding what to do in the case of an unusual situation. Lunchroom, playground, hallway, and bathroom procedures were discussed with all students within the elementary school. This drill occurred during the lunch period.

Signature of School Principal or Designee: Jason J. Kennedy



School Emergency Preparedness Drills
Documentation Forms

2014 – 2015 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: Plans and procedures reviewed by Dan Stout, Muskegon Emergency Services Coordinator – MCSD Undersheriff
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 11/19/2014

Time of Drill: 10:00 AM

Time to Evacuate / Shelter / Secure Building: 2 minutes 42 seconds to dispense first shock

Total Participants: 8

Medical Response Drill Number: 1

Name and Title of Person(s) Conducting Drill: Jason Kennedy – Principal; Rob Parker – Behavior Supervisor

Remarks:

A cardiac response drill, with the use of an AED, was conducted. Staff members on the medical emergency response team (MERT) were trained and certified in CPR during the 2014 – 2015 school year, and responded to the "victim," while following all of the procedural protocols, as trained. In a simulation, "911" was called within 30 seconds of the MERT team arriving at the "victim." The first shock was dispensed at 2 minutes and 42 seconds.

Signature of Emergency Drill Coordinator:



NOV 07 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☐ Emergency Management Coordinator – Name and Title: _____
☐ Law Enforcement Official – Name and Title: _____
☒ Fire Department / Emergency Responder Official – Name and Title: **Art Stevens, Fire Chief**

Date of the Drill: **Friday, November 7, 2014**

Time of the Drill: **10:31 AM**

Time to Evacuate / Shelter / Secure Building: **4 minutes**

Total Participants: **420** Emergency Drill Number: **Fire Drill #3; Drill #5**

Name and Title of Person(s) Conducting Drill: **Jason J. Kennedy, Principal; Rob Parker, Student Behavior Supervisor; Art Stevens, Fire Chief**

Remarks: Students and staff exited the building in a timely and organized fashion. Students were quiet when exiting the building and were in a single file line as they exited. Art Stevens, Fire Chief, along with his staff monitored each hallway, and checked for the proper operation of fire doors, alarms, horns, etc. All equipment operated as intended. Once to the designated safe area, all students were lined up appropriately, were attentive, and teachers had all properly taken attendance. An outside door was left unlocked, and this was addressed with the appropriate staff members.

Signature of School Principal or Designee: 



OCT 28 2014

School Emergency Preparedness Drills
Documentation Forms

2014 – 2015 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: Plans and procedures reviewed by Dan Stout, Muskegon Emergency Services Coordinator – MCSD Undersheriff
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of Drill: 10/28/2014

Time of Drill: 1:45 PM

Time to Evacuate / Shelter / Secure Building: 2.5 minutes

Total Participants: 400

Tornado Drill Number: 1

Name and Title of Person(s) Conducting Drill: Jason Kennedy, Rob Parker

Remarks:

Teachers and students completed the drill in an orderly fashion. Upper grade levels were in shelter location and the appropriate position within 1 minute of the drill command. Lower grade levels were sheltered, in position, and listening to instructions within 2 minutes. Students did a great job with the drill and were all quiet and in the appropriate shelter positions according to the drill protocol.

Signature of Emergency Drill Coordinator:



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

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

Date of the Drill: 10/07/2014

Time of the Drill: 2:00 PM

Time to Evacuate / Shelter / Secure Building: 2 Minutes

Total Participants: 400

Emergency Drill Number: Fire Drill #2

Name and Title of Person(s) Conducting Drill: Jason Kennedy, Principal; Rob Parker, Behavior Supervisor

Remarks:

Students and staff evacuated the building effectively and efficiently. All procedures were followed and all students were accounted for. A student who was in the restroom was taken outside with office personnel, as the fire doors had closed.

Signature of School Principal or Designee: Jason Kennedy



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☒ Holton Elementary School

☐ Holton Virtual Academy / District Services Building

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):

☒ Emergency Management Coordinator – Name and Title: **Dan Stout II; Emergency Coordinator**

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: **Tuesday, September 30, 2014**

Time of the Drill: **2:00 PM**

Time to Evacuate / Shelter / Secure Building: **Building was secured almost immediately; however, it took 7 minutes to clear the building and return back to normal classroom activities.**

Total Participants: **430** Emergency Drill Number: **Lockdown Drill #1; Drill #2**

Name and Title of Person(s) Conducting Drill: **Jason J. Kennedy, Principal**

Remarks:

Students and staff entered into internal lockdown procedures almost immediately. All procedures were followed as outlined within the Muskegon County approved internal lockdown procedures. In addition, procedures were reviewed with all following the lockdown drill, and direction was provided to all students by the principal regarding what to do in the case of an unusual situation.

Signature of School Principal or Designee: _____



SEP 11 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☒ Holton Elementary School
☐ Holton Virtual Academy / District Services Building

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):

- ☒ Emergency Management Coordinator – Name and Title: Dan Stout II; Emergency Coordinator
☐ Law Enforcement Official – Name and Title: _____
☐ Fire Department / Emergency Responder Official – Name and Title: _____

Date of the Drill: Thursday, September 11, 2014 Time of the Drill: 1:58 PM

Time to Evacuate / Shelter / Secure Building: 2.5 minutes

Total Participants: 430 Emergency Drill Number: Fire Drill #1; Drill #1

Name and Title of Person(s) Conducting Drill: Jason J. Kennedy, Principal; Rob Parker, Student Behavior Supervisor

Remarks:

Students and staff exited the building in a timely and organized fashion. Students were quiet when exiting the building and were in a single file line as they exited. Once to the designated safe area, all students were lined up appropriately, were attentive, and teachers had all properly taken attendance. Two classroom doors were left open when the classes exited the building.

Signature of School Principal or Designee: 



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

2014 - 2015

Holton Virtual Academy / District Services
Building



MAY 20 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 5/18/2015 Time of the Drill: 11:30am

Time to Evacuate / Shelter / Secure Building: 1 minute

Total Participants: 6 Emergency Drill Number: 5 of 5

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

Remarks:

Students executed the drill perfectly. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of School Principal or Designee: Tighe Carter



APR 22 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 4/22/2015 Time of the Drill: 8:00am

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

Total Participants: 05 Emergency Drill Number: 4 of 5

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

Remarks:

Students executed the drill perfectly. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of School Principal or Designee: Tighe Carter



APR 17 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☒ Emergency Management Coordinator – Name and Title: Dan Stout, Muskegon County Undersheriff

☒ Law Enforcement Official – Name and Title: Kurt Medendorp & Chad Peterson, Muskegon County Sheriff

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

Date of the Drill: 4/17/2015 Time of the Drill: 9:45am

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

Total Participants: 6 Emergency Drill Number: 3 of 3

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

Remarks:

Students responded quickly and quietly to the announcement of the drill. Students moved to a safe location in the room as the window shades were drawn, lights turned out, and door (that was already locked) was pulled shut. Students did well in remaining still and quiet for the duration of the drill. Students then were calm and orderly as we conducted a mass evacuation drill to an off campus safe location.

Signature of School Principal or Designee: Tighe Carter



MAR 05 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 3/5/15

Time of the Drill: 1:15pm

Time to Evacuate / Shelter / Secure Building: 1 minutes

Total Participants: 6

Emergency 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.

Signature of School Principal or Designee: Tighe Carter



JAN 19 2015

JAN 19 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 1/13/2015 Time of the Drill: 9:00am

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

Total Participants: 6 Emergency Drill Number: 2 of 3

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

Remarks:

Students responded quickly and quietly to the announcement of the drill. Students moved to a safe location in the room as the window shades were drawn, lights turned out, and door (that was already locked) was pulled shut. Students did well in remaining still and quiet for the duration of the drill.

Signature of School Principal or Designee: Tighe Carter



JAN 19 2015

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 11/20/2014 Time of the Drill: 10:45am

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

Total Participants: 6 Emergency Drill Number: 1 of 1

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

Remarks:

Drill was conducted and brought good conversation about different scenarios and responsibilities of personnel in the building.

Signature of School Principal or Designee: Tighe Carter



NOV 06 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 11/6/2014 Time of the Drill: 9:30am

Time to Evacuate / Shelter / Secure Building: 1 minute and 20 seconds

Total Participants: 11 Emergency Drill Number: 3 of 5

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

Remarks:

Students executed the drill perfectly. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of School Principal or Designee: Tighe Carter



OCT 07 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 10/7/2014 Time of the Drill: 2:00pm

Time to Evacuate / Shelter / Secure Building: 1 minute

Total Participants: 4 Emergency Drill Number: 2 of 5

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

Remarks:

Students executed the drill perfectly. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of School Principal or Designee: _____

Tighe Carter



School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☐ Holton Elementary School
☒ Holton Virtual Academy / District Services Building

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):

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

Date of the Drill: 9/30/2014 Time of the Drill: 12:00pm

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

Total Participants: 13 Emergency Drill Number: 1 of 3

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

Students responded quickly and quietly to the announcement of the drill. Students moved to a safe location in the room as the window shades were drawn, lights turned out, and door (that was already locked) was pulled shut. Students did well in remaining still and quiet for the duration of the drill.

Signature of School Principal or Designee: _____

Tighe Carter



SEP 17 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

- ☐ Holton High School / Middle School ☐ Holton Elementary School
☒ Holton Virtual Academy / District Services Building

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):

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

Date of the Drill: 9/17/14 Time of the Drill: 9:45am

Time to Evacuate / Shelter / Secure Building: 1 minutes

Total Participants: 12 Emergency 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.

Signature of School Principal or Designee: Tighe Carter



SEP 12 2014

School Emergency Preparedness Drill
Documentation Form

2014 -2015 School Year

Name of Reporting School (Check One):

☐ Holton High School / Middle School

☐ Holton Elementary School

☒ Holton Virtual Academy / District Services Building

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):

☐ Emergency Management Coordinator – Name and Title: _____

☐ Law Enforcement Official – Name and Title: _____

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

Date of the Drill: 9/12/14 Time of the Drill: 10:00am

Time to Evacuate / Shelter / Secure Building: 2 minutes

Total Participants: _____ Emergency Drill Number: _____

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

Remarks:

Students executed the drill perfectly. All rooms and restrooms were cleared and all people were accounted for at a safe distance from the building.

Signature of School Principal or Designee: Tighe Carter