

School Emergency Drills

Documentation Form

Type of Drill

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

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Newaygo Middle School

Date of Drill: 4/18/17 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min / 7 sec

Total Participants: _____

Remarks: _____

This report is for emergency drill # 10 for school year 16-17.

Name of person conducting drill: Brad Reburn

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaygo Middle School
Date of Drill: 3/28/17 Time drill was held: 2:15 (pm/am)

Type of Drill

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Fire Drills: 4
Tornado Drills: 2
Lockdown: 3

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 min. 24 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Reburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017

School Emergency Drills

Documentation Form

Name of Reporting School: Newaygo Middle
Date of Drill: 3/21/17 Time drill was held: 1:45 (pm/am)

Type of Drill

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drills: 4
Tornado Drills: 1
Lockdown: 3

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 min 10 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Bred Reburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017

School Emergency Drills

Documentation Form

Name of Reporting School: Newaygo Middle School

Date of Drill: 2/24/17 Time drill was held: 8:55 (pm~~am~~)

Type of Drill

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drills: 3
Tornado Drills: 1
Lockdown: 3

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 10 min. 23 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Tim Bailey, Newaygo County Deputy
Phil Green, Newaygo County Deputy

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Rayburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaysa Middle School

Date of Drill: 12/2/16 Time drill was held: 2:04 (pm/am)

Type of Drill

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

3
1
2

Fire Drills: _____
Tornado Drills: _____
Lockdown: X

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 6 min 8 sec.

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Rayburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaygo Middle School
Date of Drill: 11/10/16 Time drill was held: 2:32 (pm/am)

Type of Drill

☒ Fire Drill (5 required)
☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

☒ Fire Drills: 3
☐ Tornado Drills: 1
☐ Lockdown: 1

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 min 14 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Bruce Rayburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaygo Middle School
Date of Drill: 10/27/16 Time drill was held: 1:32 (pm/am)

Type of Drill

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drills: 2
Tornado Drills: 1
Lockdown: 1

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 5 min 12 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Rayburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaygo Middle School
Date of Drill: 10/25/16 Time drill was held: 1:20 (pm/am)

Type of Drill

☐ Fire Drill (5 required)
☒ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

☐ Fire Drills: 2
☒ Tornado Drills: 1
☐ Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 2 min 27 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Reyburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017

School Emergency Drills

Documentation Form

Name of Reporting School: Newaygo Middle School

Date of Drill: 9/28/16 Time drill was held: 2:01 (pm/am)

Type of Drill

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drills: 2
Tornado Drills: _____
Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 min 26 sec.

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brend Rayburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]

2016 – 2017
School Emergency Drills
Documentation Form

Name of Reporting School: Newaygo Middle School

Date of Drill: 9/8/16 Time drill was held: 10:30 (pm/am)

Type of Drill

☒ Fire Drill (5 required)
☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

☒ Fire Drills: 1
☐ Tornado Drills: _____
☐ Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 min 46 sec

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Brad Reyburn

Title of School Official conducting drill: Principal

Signature of School Official conducting drill: [Signature]