

2023-2024 Record of Emergency Drills Muskegon Maritime Academy

Fire Drills (5 total-3 Before Dec. 1st 2023 with 1 interval between each drill)

| Date | Time of Drill | Evacuation Time | Transition/Typical/Other Planned/Unplanned | Director or Designee Signature |
|------------|---------------|-----------------|--|--------------------------------------|
| 10/13/2023 | 10:00 am | 4 minutes | Typical/Planned | Lenetta Lee- (Director of Education) |
| 10/19/2023 | 2:00 pm | 3 minutes | Typical/Planned | Lenetta Lee- (Director of Education) |
| 11/07/2023 | 2:30 pm | 4 minutes | Unplanned | Lenetta Lee- (Director of Education) |
| 04/29/2024 | 2:30 pm | 4 minutes | Unplanned | (Principal) Todd Geerlings |
| 05/13/2024 | 12:45 pm | 3 minutes | Typical/Planned | (Principal) Todd Geerlings |

Tornado Drills (2 total- 1 must be in March)

| Date | Time of Drill | Evacuation Time | Standard/Transition or other | |
|------------|---------------|-----------------|------------------------------|--------------------------------------|
| 9/29/2023 | 10:00 am | 3 minutes | Standard | Lenetta Lee- (Director of Education) |
| 05/07/2024 | 2 pm | 3 minutes | Standard | (Principal) Todd Geerlings |

Lockdown/Shelter in place Drills (3 total-1 Before Dec. 1, 1 after Jan.1, 1 During non-traditional school time.)

| Date | Time of Drill | Evacuation Time | Conducted with (Name, Title, Organization) | |
|------------|---------------|-----------------|--|--------------------------------------|
| 11/10/2023 | 2 pm | 2 minutes | Tony Fountain Officer/Musk. Police Dept | Lenetta Lee- (Director of Education) |
| 03/25/2024 | 2 pm | 2 minutes | Tony Fountain Officer/Musk. Police Dept | (Principal) Todd Geerlings |
| 05/13/2024 | 11:15 am | 2 minutes | Tony Fountain Officer/Musk. Police Dept | (Principal) Todd Geerlings |

Todd Geerlings

DocuSigned by:

Todd Geerlings

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6/6/2024