

2024 - 2025 Record of Emergency Drills Muskegon Maritime Academy

Fire Drills (5 total – 3 before Dec. 1 with reasonable interval between each drill)

Date	Time of Drill	Evacuation Time	Transition/Typical/Other Planned/Unplanned	Director or Designee Signature
1 9/12/2024	1015	30 min	Transition	Jessica Owens, Principal
2 9/24/2024	1110	13 min	Typical	Jessica Owens, Principal
3 10/14/2024	0850	10 min	Unplanned	Jessica Owens, Principal
4				
5				

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

Date	Time of Drill	Time to Shelter	Standard/Transition or Other	Director or Designee Signature
1				
2				

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	Time to Shelter	Standard/ Transition/Other	Conducted with (Name, Title, Organization)	Director or Designee Signature
1 11/21/2024	1030	3 min	Standard	Muskegon Police Department (2 officers)	Jessica Owens, Principal
2					
3					