

2023- 2024 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
10/13/23	10:00 am	4 minutes	Typical/Planned	Lenetta Lee, Director of Education
10/19/23	2:00 pm	3 minutes	Typical/Planned	Lenetta Lee, Director of Education
11/7/23	2:30pm	4 minutes	Unplanned	Lenetta Lee, Director of Education

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

Date	Time of Drill	Time to Shelter	Standard/Transition or Other	Director or Designee Signature
9/29/23	10:00 am	3 minutes	Standard	Lenetta Lee, Director of Education

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
11/10/23	2:00 pm	2 minutes	Standard	Officer Tony	Lenetta Lee, Director of Education