

HSPS School Emergency Drills

Documentation Form for the 2019-20 School Year

This form must be completed for each drill, remember to check the type of drill. Upon completion of each drill, please email Maresi Witte your signed drill report. Maresi will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

Type of Drill

- Fire Drill (5 required minimum)
- 3 must be completed by December 1, 2019
 - There must be a "reasonable" interval between each drill

- Tornado Drill (2 required)
- At least 1 must be completed during the month of March 2020

- Lock Down/Shelter in Place Drill (3 required)
(Drills in which the occupants are restricted to the interior of the building)
At least 1 drill must be completed by December 1, 2019 and
At least 1 drill must be completed after January 1, 2020

*At least 1 of the drills is required to be conducted during a lunch, recess, or at another time when a significant number of the students are gathered but not in the classroom.

Time of Drill

- Standard Class Change Recess Other Events

Please explain: Intruder Lockdown Drill


Name of Reporting School: Harbor Springs Middle School

Date of Drill: October 23, 2019 Time drill was held: 10:30 AM (am/pm)

Exact time required to evacuate/shelter/secure: Immediate to lock down the building and 10 minutes to check all classrooms

This report is for emergency drill # 5 of 14 Total Participants: 270

Remarks: An announcement over the intercom signaled the building of the drill followed by pressing the red "panic" button in the Shay Elementary Office. The red "panic" button triggered both buildings in to the lockdown. All classrooms and doors on the new system responded and went in to the lockdown state. At the conclusion of the lockdown, an announcement over the intercom allowed classes to resume as usual.


Signature of the school principal/designee acknowledging the completion of the drill
Brad Plackemeier

Printed name of the individual in charge of conducting the drill, if it is not the school principal

Drill was coordinated with:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: Kyle Knight, Chief of Police, Harbor Springs

AND

Fire (fire chief or designee)
Name & Title: John Cupps, Fire Chief, Harbor Springs