

# 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: Building Evacuation Drill

Name of Reporting School: Harbor Springs Middle School

Date of Drill: November 13, 2019 Time drill was held: 11:45 AM (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes and 27 seconds

This report is for emergency drill # 7 of 14 Total Participants: 270

Remarks: An announcement over the intercom system signified to teachers and students the beginning of the evacuation drill of HSMS. At that time, teachers walked their classes to the location(s) specified in the announcement. The 5th Grade moved to the Shay Elementary multipurpose room. The 6th, 7th, and 8th Grade students moved to the Shay Elementary Gym. Once in the location, Mr. Plackemeier addressed each group regarding potential scenarios for different types of evacuations.



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