

**Fire, Tornado, and Shelter-in-Place Drill Report Form**

School Name: Muskegon Covenant Academy

Academic Year 2016-2017

School Administrator Signature: Jim VanBergen

Digitally signed by Jim VanBergen  
DN: cn=Jim VanBergen, o=Muskegon Covenant  
Academy, email=JvanBergen@muskegonacademy.org, c=US  
Date: 2016.09.07 13:41:55 -0700

\*\*\*\*MCL 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1), 2 tornado drills (1 in March), 3 shelter-in-place drills (1 by Dec. 1, 1 after Jan. 1, 1 your choice). One drill must be during lunch, recess, or another time when students are gathered outside of the classroom. \*\*\*\*

**FIRE (5 total):**

**3 Fire Drills Before December 1:**

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 5	9/13/2016	10:00	Jim VanBergen	<i>[Signature]</i>	2:10 Evac Time
2 of 5	9/14/2016	2:00	Jim VanBergen	<i>[Signature]</i>	2:25 Evac Time <sup>no issues</sup>
3 of 5	10/20/2016	10:30	Jim VanBergen	<i>[Signature]</i>	2:15 Evac time

**2 Fire Drills after December 1:**

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
4 of 5	3/30/2017	2:30	Jim VanBergen	<i>[Signature]</i>	no issues
5 of 5	5/2/2017	10:30	Jim VanBergen	<i>[Signature]</i>	no issues 2:20 Evac time

**TORNADO (2 total):**

**1 Tornado Drill in March:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 2	3/14/2017	10:00	Jim VanBergen	<i>[Signature]</i>	no issues

**1 Additional Tornado Drill:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/13/2017	2:00	Jim VanBergen	<i>[Signature]</i>	no issues

**SHELTER-IN-PLACE (3 total):**

**1 Shelter-in-Place by December 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
1 of 3	10/18/2016	10:30	Jim VanBergen	<i>Jim VanBergen</i>	intruder

**1 Shelter-in-Place after January 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
2 of 3	2/14/2017	2:30	Jim VanBergen	<i>Jim VanBergen</i>	intruder

**1 Additional Shelter-in-Place:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
3 of 3	10/19/2016	2:30	Jim VanBergen	<i>Jim VanBergen</i>	external threat

\*\*\*Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside of the classroom?

Drill Type (Fire, Tornado, Shelter)	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Lunch, Recess, other? Please specify
Fire	10/20/2016	10:30	Jim VanBergen	<i>Jim VanBergen</i>	Lunch Transition

*2:20 Evac time  
conclusion about leaving  
the building*

# Fire, Tornado, and Shelter-in-Place Drill Report Form

Academic Year 2017-2018

School Name: Muskegon Covenant Academy

School Administrator Signature: [Signature]

\*\*\*\*MCL 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1, 2 tornado drills (1 in March), 3 shelter-in-place drills (1 by Dec. 1, 1 after Jan. 1, 1 your choice). One drill must be during lunch, recess, or another time when students are gathered outside of the classroom.\*\*\*\*

**FIRE (5 total):**

**3 Fire Drills Before December 1:**

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 5	10/18/2017	10:00 AM	Jim VanBergen/Mia Clark	[Signature]	No issues Evac time 2:15
2 of 5	10/19/2017	1:30 PM	Jim VanBergen/Mia Clark	[Signature]	No issues Evac time 2:02
3 of 5	10/23/2017	11:15 AM Lunch	Jim VanBergen/Mia Clark	[Signature]	No issues Evac time 2:48

**2 Fire Drills after December 1:**

Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
4 of 5	5/1/2018	10:00 AM	Jim VanBergen/Mia Clark	[Signature]	No issues 2:24
5 of 5	5/2/2018	1:30 PM	Jim VanBergen/Mia Clark	[Signature]	OK 2:12

**TORNADO (2 total):**

**1 Tornado Drill in March:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 2	3/7/2018	10:30 AM	Jim VanBergen/Mia Clark	[Signature]	Non-glass area OK

**1 Additional Tornado Drill:**

Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/8/2018	1:30 PM	Jim VanBergen/Mia Clark	[Signature]	No issues

**SHELTER-IN-PLACE (3 total):**

**1 Shelter-in-Place by December 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons) intruder (weapon)
1 of 3	10/30/2017	10:00 AM	Jim VanBergen/Mia Clark	<i>J. VanBergen</i>	no issues

**1 Shelter-in-Place after January 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons) intruder
2 of 3	1/10/2018	1:30 PM	Jim VanBergen/Mia Clark	<i>J. VanBergen</i> 11/0/2018	PA to be checked for clarity volume

**1 Additional Shelter-in-Place:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons) External Threat (gas leak)
3 of 3	2/13/2018	10:00 AM	Jim VanBergen/Mia Clark	<i>J. VanBergen</i> 2/13/2018	no issues

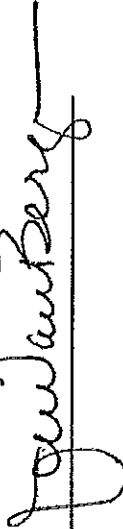
\*\*\*Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside of the classroom?

Drill Type (Fire, Tornado, Shelter)	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Lunch, Recess, other? Please specify
Fire	10/23/2017	11:15 AM	Jim VanBergen/Mia Clark	<i>J. VanBergen</i>	Lunch period no issues 2:48 evac time

**Fire, Tornado, and Shelter-in-Place Drill Report Form**

**Academic Year: 2018-2019**




**School Name: Muskegon Covenant Academy**

**School Administrator Signature:** 

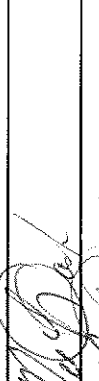

\*\*\*\*MCL 29.19 states in part that: 5 fire drills are required (3 by Dec. 1, 2 after Dec. 1, 2 tornado drills (1 in March), 3 shelter-in-place drills (1 by Dec. 1, 1 after Jan. 1, 1 your choice). One drill must be during lunch, recess, or another time when students are gathered outside of the classroom. \*\*\*\*

**FIRE (5 total):**

**3 Fire Drills Before December 1:**


Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 5	7/25/2018	12:15 PM	Jim VanBergen/Mia Clark		No issues, satisfactory evacuation time
2 of 5	10/18/2018	1:30 PM	Jim VanBergen/Mia Clark		
3 of 5	10/20/2018	11:15 AM Lunch	Jim VanBergen/Mia Clark		

**2 Fire Drills after December 1:**


Fire Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
4 of 5	5/1/2018	10:00 AM	Jim VanBergen/Mia Clark		
5 of 5	5/2/2018	1:30 PM	Jim VanBergen/Mia Clark		

**TORNADO (2 total):**

**1 Tornado Drill in March:**


Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
1 of 2	3/5/2019	10:30 AM	Jim VanBergen/Mia Clark		

**1 Additional Tornado Drill:**


Tornado Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Comments
2 of 2	3/6/2019	1:30 PM	Jim VanBergen/Mia Clark		

**SHELTER-IN-PLACE (3 total):**


**1 Shelter-in-Place by December 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
1 of 3	9/25/2018	10:00 AM	Jim VanBergen/Mia Clark		Intruder (weapon) Internal threat


**1 Shelter-in-Place after January 1:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
2 of 3	10/25/2018	1:30 PM	Jim VanBergen/Mia Clark		Intruder (weapon) Internal threat

**1 Additional Shelter-in-Place:**

Drill Number	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Reason for Drill (i.e. gas leak, intruder, weapons)
3 of 3	2/5/2019	10:00 AM	Jim VanBergen/Mia Clark		External threat (Neighborhood issue)

\*\*\*Which of the above listed drills took place during recess, lunch, or another time when students are gathered outside of the classroom?

Drill Type (Fire, Tornado, Shelter)	Date	Time	Name of Individual in Charge of Drill	Signature of Principal/Designee	Lunch, Recess, other? Please specify
Fire Drill	10/20/2018	11:15 AM	Jim VanBergen/Mia Clark		Lunch Period