

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1/5 Fire

Type of Drill:

— ^x — —	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
—	Tornado Safety Drills (2 required in the school year; 1 in March)
—	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
—	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

— ^x — —	During class time
—	In between classes/during class changes*
—	Recess or lunch time*
—	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	9/14/2023 @ 10:25a		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	2 min. 38 sec.		
Total Number of Participants:	98		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	No		
Drill Remarks or Observations:			
Drill was orderly; students followed instructions. No issues.			

Name of School Principal (or designee):	Jan Bigalke
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill

Name & Title

— —	Emergency Management Coordinator:	
— —	Law Enforcement Agency:	
— —	Fire Department:	

Mason County

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Documentation of completed School Safety Drills shall be posted to school website within 30 days and maintained for 3 years per MI Fire Prevention Code PA 207 of 1941, as amended.

Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2/5 Fire

Type of Drill:

___ ^x	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
___	Tornado Safety Drills (2 required in the school year; 1 in March)
___	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
___	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

___	During class time
___ ^x	In between classes/during class changes*
___	Recess or lunch time*
___	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	9/22/2023 12:15 p.m.
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	2 min. 22 sec.
Total Number of Participants:	83 (No pre-school classes)
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	Right after lunch/between classes
Drill Remarks or Observations:	
Students were able to quickly respond to drill right after lunch; staff with radios and emergency binder.	

Name of School Principal (or designee):	Jan Bigalke
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill

Name & Title

___	Emergency Management Coordinator:	
___	Law Enforcement Agency:	

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<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Fire Department:	
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Reporting School:	Ludington Area Catholic Central
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#3/5 Fire

Type of Drill:

<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Tornado Safety Drills (2 required in the school year; 1 in March)
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	During class time
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	In between classes/during class changes*
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Recess or lunch time*
<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	10/03/2023 @9:30a
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	4 min. 18 sec.
Total Number of Participants:	102
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	Simulated blocked main entrance
Drill Remarks or Observations:	
'Check and see team' (aides) verified 'simulated' fire prior to evacuation; principal simulated blocked main entrance; lower el. Classes quickly recognized block and proceeded to playground exit door in an orderly fashion. All radios and emergency folders present.	

Name of School Principal (or designee):	Jan Bigalke, Principal
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill	Name & Title

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_	Emergency Management Coordinator:	
— _	Law Enforcement Agency:	
— _	Fire Department:	

Documentation of completed School Safety Drills shall be posted to school website within 30 days and maintained for 3 years per MI Fire Prevention Code PA 207 of 1941, as amended.

Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1/3 LOCKDOWN/shelter in place

Type of Drill:

—	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
—	Tornado Safety Drills (2 required in the school year; 1 in March)
— ^x _	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
—	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

__x__	During class time
— _	In between classes/during class changes*
— _	Recess or lunch time*
— _	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	10/24/2023 @ 9:30 a		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	Shelter in place: 42 seconds		
Total Number of Participants:	100		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			
Door boots engaged; rooms quiet; door curtains engaged; cell phone correspondence maintained; all clear code understood.			

Name of School Principal (or designee):	Jan Bigalke, Principal
Signature of School Principal:	
Name & Title of Person Conducting Drill:	

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If drill conducted by someone other than principal

Public Safety Agency Present For Drill

Name & Title

<input type="checkbox"/>	Emergency Management Coordinator:	
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department:	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: (Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	#1/2 Tornado

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<input type="checkbox"/>	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

* At least one drill is required to not be during class time.

<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	10/12/23 @ 8:50a		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	2 min. 36 sec.		
Total Number of Participants:	98		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			
Classes were evacuated to designated inner bathrooms as assigned; children seated with heads covered; staff with rosters, flashlights, radios/cell phones.			

Name of School Principal (or designee):

Jan Bigalke, Principal

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Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

Public Safety Agency Present For Drill	Name & Title
<div style="display: flex; align-items: center;"> <div style="width: 30px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div>Emergency Management Coordinator:</div> </div>	
<div style="display: flex; align-items: center;"> <div style="width: 30px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div>Law Enforcement/Fire Dept. Agency:</div> </div>	
<div style="display: flex; align-items: center;"> <div style="width: 30px; border-bottom: 1px solid black; margin-right: 5px;"></div> <div>Fire Department</div> </div>	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#4/5 Fire

Type of Drill:

<div style="border-bottom: 1px solid black; width: 100%;"></div>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<div style="border-bottom: 1px solid black; width: 100%;"></div>	Tornado Safety Drills (2 required in the school year; 1 in March)
<div style="border-bottom: 1px solid black; width: 100%;"></div>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<div style="border-bottom: 1px solid black; width: 100%;"></div>	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

<div style="border-bottom: 1px solid black; width: 100%;"></div>	During class time
<div style="border-bottom: 1px solid black; width: 100%;"></div>	In between classes/during class changes*
<div style="border-bottom: 1px solid black; width: 100%;"></div>	Recess or lunch time*
<div style="border-bottom: 1px solid black; width: 100%;"></div>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:			
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>			
Total Number of Participants:			
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			

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Name of School Principal (or designee):	Jan Bigalke, Principal
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

Public Safety Agency Present For Drill

Name & Title

—	Emergency Management Coordinator:	
—	Law Enforcement Agency:	
—	Fire Department:	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2/3 Lockdown/Shelter in Place

Type of Drill:

—	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
—	Tornado Safety Drills (2 required in the school year; 1 in March)
— ^x	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
—	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

—	During class time
— ^x	In between classes/during class changes*
—	Recess or lunch time*
—	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	Feb. 29, 2024
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	
Total Number of Participants:	
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	
Drill Remarks or Observations:	

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School Emergency Drills Documentation Form

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Name of School Principal (or designee):	Jan Bigalke, Principal
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

Public Safety Agency Present For Drill	Name & Title
<input type="checkbox"/> Emergency Management Coordinator:	
<input type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department:	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#3/3 Lockdown/Shelter in Place

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<input type="checkbox"/>	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

<input type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input checked="" type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	3/4/2024
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	
Total Number of Participants:	
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	
Drill Remarks or Observations:	

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Name of School Principal (or designee):	
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

Public Safety Agency Present For Drill		<i>Name & Title</i>
—	Emergency Management Coordinator:	
—	Law Enforcement Agency:	
—	Fire Department:	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2/2 Tornado

Type of Drill:

—	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
— ^x —	Tornado Safety Drills (2 required in the school year; 1 in March)
—	
—	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
—	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

— ^x —	During class time
—	
—	In between classes/during class changes*
—	Recess or lunch time*
—	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	March 20, 2024		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>			
Total Number of Participants:			
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			

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Name of School Principal (or designee):	Jan Bigalke, Principal
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

Public Safety Agency Present For Drill	Name & Title
— Emergency Management Coordinator:	
— Law Enforcement Agency:	
— Fire Department:	

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Reporting School:	Ludington Area Catholic School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#5/5 Fire

Type of Drill:

— ^x — —	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
— —	Tornado Safety Drills (2 required in the school year; 1 in March)
— —	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
— —	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

— —	During class time
— —	In between classes/during class changes*
— —	Recess or lunch time*
— —	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>		
Total Number of Participants:		

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Enhancements Made To Drill: <i>Fire exit blocked, Scenario given, Missing Student, etc.</i>	
Drill Remarks or Observations:	

Name of School Principal (or designee):	
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	

	Public Safety Agency Present For Drill	Name & Title
— —	Emergency Management Coordinator:	
— —	Law Enforcement Agency:	
— —	Fire Department:	

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Reporting School:	
School Year:	
Drill # for The School Year: <i>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</i>	

Type of Drill:

— —	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
— —	Tornado Safety Drills (2 required in the school year; 1 in March)
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— —	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

— —	During class time
— —	In between classes/during class changes*
— —	Recess or lunch time*
— —	Other time when a significant number of the students are gathered but not in the classroom*

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Date & Time of Drill:			
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>			
Total Number of Participants:			
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			

Name of School Principal (or designee):	
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill

Name & Title

— —	Emergency Management Coordinator:	
— —	Law Enforcement Agency:	
— —	Fire Department:	

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Reporting School:	
School Year:	
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	

Type of Drill:

— —	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
— —	Tornado Safety Drills (2 required in the school year; 1 in March)
— —	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
— —	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

Time of Drill:

** At least one drill is required to not be during class time.*

— —	During class time
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<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	In between classes/during class changes*
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	Recess or lunch time*
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:			
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>			
Total Number of Participants:			
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			

Name of School Principal (or designee):	
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill	Name & Title
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> Emergency Management Coordinator:	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> Law Enforcement Agency:	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> Fire Department:	

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