

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic
School Year:	2024-2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 1 / 5

Type of Drill:

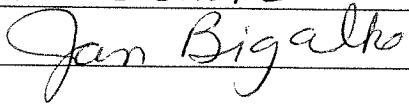
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<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:	9/4/2024 1:10 PM	
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	4:02 min.	
Total Number of Participants:	98 + 13 staff	
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	—	
Drill Remarks or Observations:		
All accounted for; EOP/evac. lists ✓		

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

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

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic School
School Year:	2024-2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2/5

Type of Drill:

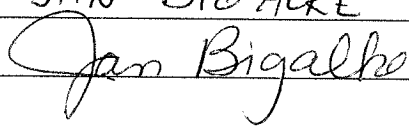
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<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 checked="" type="checkbox"/>	In between classes/ <u>during class changes</u> * 10:25 am
<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:	10:25 am 9/18/24
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	3:26 min
Total Number of Participants:	94 + 13 staff
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	
Drill Remarks or Observations:	
All accounted for; EOP/evac lists (-1)	
Orderly & quick	

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

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

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic (LAC)
School Year:	2024-2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#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:	9/25/2024 Individualized classroom walkthrough drill		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	N/A (shelter in place)		2:18:06 min.
Total Number of Participants:	111 (teachers/students)		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			
- Teachers with EOP binders			
- Orderly ; head Protection (crouch)			
- questions allowed/special needs with extra helpers			

Name of School Principal (or designee):	BIGALKE, JAN M + Teaching Staff
Signature of School Principal:	Jan Bigalke
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	Teachers/individual walkthroughs with classes (procedures/ place)

Public Safety Agency Present For Drill

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

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic School
School Year:	2024-2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#3/5

Type of Drill:

<input checked="" 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 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) N/A

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:	10/4/2024 @ 10:15 a.m.		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	3:12 min.		
Total Number of Participants:	114 staff/students		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	blocked simulation / main exit/floors		
Drill Remarks or Observations:			
Principal simulated block main exit.			
Students quickly turned around and headed to playground exit. Orderly; EOP binders/rosters ✓			

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

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:	

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.

Mason County

School Emergency Drills Documentation Form

Reporting School:	LAC - Ludington Area Catholic
School Year:	2024-2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1/3 LOCKDOWN

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 checked="" type="checkbox"/>	During class time 12:20 pm
<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:	12:20 pm 10/22/2024	PK did own drill in a.m. today
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	2:07 min.	
Total Number of Participants:	114 total	
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>		
Drill Remarks or Observations:		
Rooms quiet -		
Door boots secure		
(1) child in a different classroom; office notified.		

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

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:	

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.

Mason County

School Emergency Drills Documentation Form

Reporting School:	Ludington Area Catholic (LAC)
School Year:	2024/2025
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 2/2 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 checked="" type="checkbox"/>	In between classes/during class changes* MS/PK (from outdoors)
<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:	9:00 Am. 3/27/2025 (All school + cc/PK)
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	1 min. 25 sec.
Total Number of Participants:	106 total staff/students
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	
Drill Remarks or Observations:	
Orderly; quiet; crouch/cover heads.	
Rosters, phones, flashlights (+)	

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

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:	

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.