



**LEELANAU COUNTY
OFFICE OF EMERGENCY MANAGEMENT/9-1-1**

8525 E. Government Center Drive Suttons Bay, MI 49682 Phone (231) 256-8775 Fax (231) 256-8701

2018 - 2019 School Year Emergency Drill Schedule

Usage of this form will ensure that you are in compliance with the recent school safety legislation, Public Act 12 of 2014. If you have any questions with this form, please contact the Leelanau County Office of Emergency Management at (231) 256-8775.

* Denotes Required Information

**Suttons Bay Schools
500 S Elm St
Suttons Bay, MI 49682**

**Attn: Michael Carmean
carmeanm@suttonsbayschools.com**

FIRE DRILLS

The Act requires "A minimum of 5 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill."

What is the date and time of the first FIRE drill (Prior to Dec 1)? *

Date: 9-17-18 Time: 2:15 am or pm

What is the date and time of the second FIRE drill (Prior to Dec 1)? *

Date: 10-3-18 Time: 10:30 am or pm

What is the date and time of the third FIRE drill (Prior to Dec 1)? *

Date: 11-8-18 Time: 8:30 am or pm

What is the date and time of the fourth FIRE drill? * (Remaining part of the school year)

Date: 2-13-19 Time: 1:30 am or pm

What is the date and time of the fifth FIRE drill? * (Remaining part of the school year)

Date: 6-4-19 Time: 9:45 am or pm

TORNADO/SEVERE WEATHER DRILLS

The Act requires "A minimum of 2 tornado safety drills is required for each school year for schools with kindergarten to 12. At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather".

What is the date and time of the first TORNADO (Severe Weather) drill? *

NOTE: One of the two MUST be completed in March of the school year.

Date: 11-26-18 Time: 1:00 am or pm

What is the date and time of the second TORNADO (Severe Weather) drill? *

NOTE: One of the two MUST be completed in March of the school year.

Date: 3-14-19 Time: 9:30 am or pm



LEELANAU COUNTY
OFFICE OF EMERGENCY MANAGEMENT/9-1-1

8525 E. Government Center Drive Suttons Bay, MI 49682 Phone (231) 256-8775 Fax (231) 256-8701

LOCKDOWN DRILLS

The Act requires "A minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises".

What is the date and time of the first LOCKDOWN drill? (Prior to Dec 1)? *

Date: 10-23-18 Time: 10:00 am or pm

What is the date and time of the second LOCKDOWN drill? (Can be completed anytime)? *

Date: 1-14-19 Time: 12:15 am or pm

What is the date and time of the third LOCKDOWN drill? (After January 1)? *

Date: 4-8-19 Time: 2:30 am or pm

IMPORTANT NOTE ON SCHEDULING DRILLS

PA 12 of 2014 requires "A school that operates any of the grades kindergarten to 12 shall conduct at least one (1) of the drills required by the Act during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom". THIS IS NOT AN ADDITIONAL DRILL BUT ONE OF THE AFOREMENTIONED DRILLS

Are at least one of your drills scheduled during lunch, recess, or at another time when a significant number of the students are gathered but not in the classroom? If so, what date and time is this scheduled? *

What is the date and time of the "lunch or recess period" drill? (This Drill can be one of the Fire Drills, Tornado or Severe Weather Drills or Lockdown Drills)? *

Date: 1-14-19 Time: 12:15 am or pm

PERSON SUBMITTING REPORT

All drill data MUST be submitted the chief administrator of a school that operates any of grades kindergarten to 12, or their designee to the Leelanau County Office of Emergency Management by September 15th of each school year to remain compliant with State statute.

Christine Porter Admin Assistant/HR 9-6-18
Name of person submitting this report? * Official Title? * Date of Submission *

portercr@suttonsbayschools.com 231-276-8600 x 400
e-mail address of person submitting this report * Telephone Number *

Please return this completed form to:

Mail: Leelanau County Office of Emergency Management
8525 E Government Center Dr., Suttons Bay, MI 49682
e-mail: mansorge@co.leelanau.mi.us
FAX: (231) 256-8701