

School Emergency Drills

Documentation Form

Type of Drill

- ☒ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 7-16-25 Time drill was held: 11 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 125

Remarks: Elementary campers were last
not.

This report is for emergency drill # 6 for school year 24-25.

Name of person conducting drill: ANDREW LUTER

Title of person conducting drill: Director of Operations

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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- ☒ Fire Drill (6 required)
☒ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 5-01-25 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 250

Remarks: Announcement system volume was too low in Vibe, Fern, Thistle, and Cedar. Adjusted it.

This report is for emergency drill # 2 for school year 24-25.

Name of person conducting drill: ANDREW LUTTS

Title of person conducting drill: Director of Operations

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 4-24-25 Time drill was held: 9 (pm/am)

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 230

Remarks: _____

This report is for emergency drill # 5 for school year 24-25.

Name of person conducting drill: _____

Title of person conducting drill: Director of Operations

Signature of person conducting drill: _____

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 4-18-25 Time drill was held: 11:00 (pm/am)

Exact time required to evacuate/shelter/secure: 50 seconds

Total Participants: 198

Remarks: none

This report is for emergency drill # 3 for school year 24-25.

Name of person conducting drill: ANDREW LUTES

Title of person conducting drill: Director of Operations

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 3/21/25 Time drill was held: 9 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 50 secs

Total Participants: 200

Remarks: _____

This report is for emergency drill # 4 for school year 24-25.

Name of person conducting drill: Andrew Lutes

Title of person conducting drill: Director of Operations

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 3-19-25 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 mins

Total Participants: 240

Remarks: An additional air horn sounding was required outdoors to reach children and staff on far east side of playground. Trained Primary staff on sounding their exits from their exits.

This report is for emergency drill # 1 for school year 24-25.

Name of person conducting drill: ANDREW LUTES

Title of person conducting drill: Director of Operations

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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- ☒ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

3

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 2-14-2025 Time drill was held: 12:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min

Total Participants: 246

Remarks: _____

This report is for emergency drill # 2 for school year 24-25.

Name of person conducting drill: _____

Title of person conducting drill: Director of Operations

Signature of person conducting drill: _____

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 11-19-24 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 30 sec

Total Participants: 245

Remarks: use green or red cards!

This report is for emergency drill # 3 for school year 24-25.

Name of person conducting drill: Kim Gallagher

Title of person conducting drill: Director of Operations

Signature of person conducting drill: Kim Gallagher

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☐ Standard
- ☐ Class Change
- ☒ Recess
- ☒ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 10-17-24 Time drill was held: 11 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 244

Remarks: none

This report is for emergency drill # 2 for school year 24-25.

Name of person conducting drill: Marty Miklos

Title of person conducting drill: Director of Operations Office Manager

Signature of person conducting drill: _____

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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3

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 10-4-24 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min.

Total Participants: 246

Remarks: did normal plan - chatted with elementary first

This report is for emergency drill # 1 for school year 24-25.

Name of person conducting drill: Kim Gallagher

Title of person conducting drill: Director of Operations

Signature of person conducting drill: Kim Gallagher

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☒ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title GT County Sheriff

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Montessori Children's House, Grand Traverse

Date of Drill: 9-19-24 Time drill was held: 9:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 49 sec.

Total Participants: 246

Remarks: well done

This report is for emergency drill # 1 for school year 24-25.

Name of person conducting drill: Kim Gallagher

Title of person conducting drill: Director of Operations

Signature of person conducting drill: Kim Gallagher

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Gregg Byrd - GT Emergency Liaison to GT County

AND

- ☐ Law Enforcement county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

FIRE/TORNADO DRILL RECORD
Michigan Department of Human Services
Bureau of Children and Adult Licensing

Name of Provider/Facility: Montessori Children's Ho

Registration/License #: DC280247187

Date of Fire or Tornado Drill (mm/dd/yy)	Drill Type	Time of Day (am/pm)	Evacuation Time (min/sec) (N/A for tornado drills)	Conducted By (staff name)	Problems Observed (action needed)
9/19/24	Fire	9:05AM	1 min 49 sec.	Kim Gallagher	None Pull station had to be reset twice.
10/17/24	Fire	11:00AM	2 min.	Marta Miklos	none
10/4/24	Lock Down	9 AM	1 min.	Kim Gallagher	none
11/13/24	Fire	2:45 PM	1 min 30 sec	Kim Gallagher	remember to use green or red cards
3/19/25	Tornado	1:00pm	1 min	Andrew Lutes	none
3/21/25	Fire	9:00 AM	1 min 50 secs	Andrew Lutes	none
4/18/25	Lock Down	11:00 AM	Less than 1 minute	Andrew Lutes	none
4/25/25	Fire	9:00 AM	Less than 1 minute	Andrew Lutes	none
5/21/25	Tornado	9:00 AM	2 min	Andrew Lutes	Page system volume adjusted.
2/14/25	Lock Down	12pm	1 min	Kim Gallagher	none
7/16/25	FIRE	11 AM	1 min	Andrew Lutes	none

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc. are the responsibility of the REQUESTING AGENCY. MSP will charge for second requests due to incorrect fingerprint reason.