



**Kennedy Elementary**  
 550 Maple St, Manistee, MI 49660  
 (231) 723-3271 • Fax (231) 723-5879  
 Kevin Schmutzler, Principal  
 Kenn Kott, Assistant Principal

### John F. Kennedy Emergency Drill Schedule for 2018-19

This schedule reflects compliance with HB 4713 from Number 12 of 2014. Effective as of July 1, 2014.

**Fire Drill** (one each month school is in session, or 5 in the fall and 3 remainder of the year.)

Date:	Time:	Admin initials:	Date:	Time:	Admin initials:
Sep. 12	2:30 pm	3:10 kjk			
Sep. 18	1:15 pm	2:55 kjk			
Sep. 24	2:30 pm	3:45 kjk	Apr. 23	8:05 am	2:50 kjk
Oct. 22	1:00 pm	3:01 kjk	May 10	2:50 pm	2:35 kjk
Oct. 22	2:45 pm	3:15 kjk	May 15	8:10 am	2:35 kjk

**Tornado Drills** (minimum of 2/year and one must be done in March)

Date:	Time:	Admin initials:
Sep. 20	2:30 pm	4:40 kjk
Mar. 20	1:00 pm	4:10 kjk

**Safety Drills** (minimum of 3, lockdown & secure mode, with one completed before December 1 and one after January 1.) \*\*Note: 1 of these must be conducted during lunch or recess.

Date:	Time:	Admin initials:
Oct. 11 - Lock Down	1:00 pm	Kjk (Law enforcement attended)
Oct. 16 - Secure Mode	8:00 am - 10:00 am	kjk
April 16 - Secure Mode	8:05 - 8:45 am	kjk
May 1st - Lock Down	Unstructured time (lunch) 12:38 pm	kjk

**\*Automated External Defibrillator checked monthly by maintenance department.**