

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: Saint Thomas the Apostle Catholic School

Date of Drill: 9/1/16 Time drill was held: 2:12 (pm/am)

Exact time required to evacuate/shelter/secure: 1:40


Total Participants: 303

Remarks: Smooth first drill! Kids left quietly and lined up where they needed to be.
Preschool Not in session. - need to remind teachers to

This report is for emergency drill # 1 for school year 2016/2017 shut windows.

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 9-16-16 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 7:45 sec

Total Participants: 295

Remarks: Wow! Kids did this drill for the first time and SILENT way! - this year in a very orderly way!

This report is for emergency drill # 2 for school year 2016/2017

Name of person conducting drill: Suzi Furto angler

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Type of Drill

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 10/10/16 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:41

Total Participants: 345

Remarks: Great time. Upstairs reminder to close windows turn off lights and shut doors

This report is for emergency drill # 3 for school year 2016/2017

Name of person conducting drill: Liz Peters

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Liz Peters

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

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

OR

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

School Emergency Drills Documentation Form

Type of Drill

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 10/25/16 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:49

Total Participants: 317

Remarks: Improvement in lights off & doors closed!

This report is for emergency drill # 4 for school year 2016/2017

Name of person conducting drill: Liz Peters

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

- | <u>Type of Drill</u> | <u>Time of Drill</u> |
|--|--|
| <input type="checkbox"/> Fire Drill (6 required) | <input checked="" type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input type="checkbox"/> Class Change |
| <input checked="" type="checkbox"/> Lock Down/Shelter in Place Drill
(2 required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 11-15-16 Time drill was held: 2:50 (pm/am)

Exact time required to evacuate shelter secure: ~1:00 min to lock down

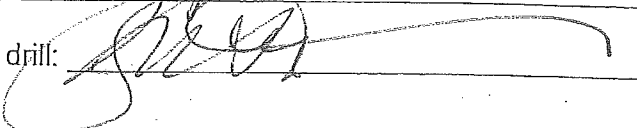
Total Participants: 313 drill took 6 min to check doors walk school

Remarks: only about half of the teachers remembered to put out green/red cards under doors. Gym & Music in Church locked down too. Ministry Center does not hear announcement of drill - was called on phone

This report is for emergency drill # 5 for school year 2016/2017

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title OFFICER JEREMY HUFFMAN GRAND RAPIDS POLICE

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle

Date of Drill: 3/7/17 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 9:34 (6 min)


Total Participants: 324

Remarks: Quiet!! Orderly!! Great follow through from teachers.

This report is for emergency drill # 6 for school year 16/17.

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: School Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
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(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle

Date of Drill: 3/21/17 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 9:32 (2 minutes)

Total Participants: 312

Remarks: 6 classrooms missing green/red cards (1st floor)
1 classroom unlocked (1st floor)

This report is for emergency drill # 7 for school year 2016-17.

Name of person conducting drill: Suzi Furwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Jeremy Huffman GRAND RAPIDS POLICE

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 5/4/17 Time drill was held: 1:10 (pm/am)

Exact time required to evacuate/shelter/secure: 2:29 sec

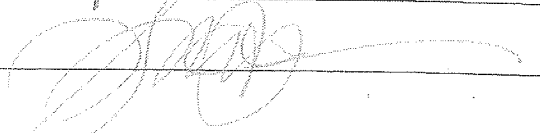
Total Participants: 283 (1 class in gym)

Remarks: Quiet and orderly evacuation

This report is for emergency drill # 8 for school year 2016/2017

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

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: Saint Thomas the Apostle Catholic School

Date of Drill: 5/8/17 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1:23

Total Participants: 254

Remarks: Very Organized! Might surprise them next time!

This report is for emergency drill # 9 for school year 2016/2017

Name of person conducting drill: Susan Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events *Lunch J.H.*

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 5-16-17 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 3:50 1st time / 1:55 2nd time

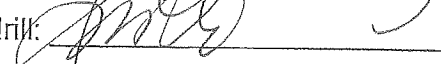
Total Participants: 326

Remarks: First time doing this at lunch - Could not hear announcements - noisy. Performed a second drill - better - Staff in kitchen did not lock sliders in lunch windows.

This report is for emergency drill # 10 for school year 2016/2017

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Jeremy Hoffman

OR

Fire (fire chief or designee)
Name & Title _____