

# 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: 8.29.17 Time drill was held: 7:30 pm (pm/am)

Exact time required to evacuate/shelter/secure: 1:47 sec

Total Participants: 275

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2017-2018

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: 9.4.17 Time drill was held: 2:52 (pm/am) 301

Exact time required to evacuate/shelter/secure: 9:20 min


Total Participants: 310

Remarks: Very quiet and orderly -

This report is for emergency drill # 2 for school year 2017-2018

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: 10/16/17 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:29

Total Participants: 322

Remarks: Wow! Awesome job. Kids quiet & orderly

This report is for emergency drill # 3 for school year 2017-2018

Name of person conducting drill: Susan Furtwangler

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 \_\_\_\_\_

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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: 10/26/17 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:04

Total Participants: 307

Remarks: The drill ran smoothly. Preschool on a field trip. 5th grade in another building - gym class.

This report is for emergency drill # 4 for school year 2017-2018

Name of person conducting drill: Liz Peters

Title of person conducting drill: Assistant 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 \_\_\_\_\_

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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: 11-7-17 Time drill was held: 2:50 pm (pm/am)

Exact time required to evacuate/shelter/secure: 3 1/2 minutes

Total Participants: 303

Remarks: Officer Saxe said all doors were locked & Blinds were drawn! But was missing a card - One 8<sup>th</sup> grade class was in the park. The drill went smoothly.

This report is for emergency drill # 5 for school year 2017-2018

Name of person conducting drill: Mrs. Liz Peters

Title of person conducting drill: Assistant 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 Evan Saxe, Officer

OR

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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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: 3/13/18 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 9:36sec

Total Participants: 337

Remarks: Students and teachers challenged to get time to 7 minutes.  
Quiet and orderly.

This report is for emergency drill # 6 for school year 2017-2018

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 \_\_\_\_\_

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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: 3-21-18 Time drill was held: 10:45 (pm/am)

Exact time required to evacuate/shelter/secure: 3:38


Total Participants: 317

Remarks: ① make sure to call Ministry Center Rooms,  
② All green sheets under door! yeah!  
③ Send out remind to parents - add to instructions  
④ Consider a plan B - getting kids out

This report is for emergency drill # 7 for school year 2017-2018

Name of person conducting drill: Susan 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 Off. Kate Strong & GRPD - Police Officer

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: 4.9.18 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute and 38 seconds

Total Participants: 276

Remarks: Perfect drill. Orderly and Quiet ☺

This report is for emergency drill # 8 for school year 2017-2018

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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(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 4-19-18 Time drill was held: 10:46 am (pm/am)

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

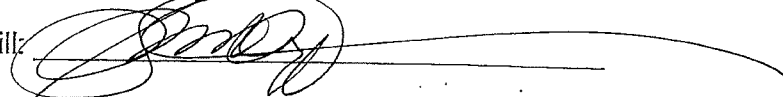
Total Participants: 306

Remarks: Blocked exit - Class changing -  
Great job evacuating building  
Quiet lines - Awesome!

This report is for emergency drill # 9 for school year 2017-2018 Drill!

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 \_\_\_\_\_

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events Lunch

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 5/31/18 Time drill was held: 12:47 (pm/am)

Exact time required to evacuate/shelter/secure: 3:45

Total Participants: 315

Remarks: <sup>we</sup> did add a drill (lock down) during a lunch period to practice what to do if out of the classroom. The drill went extremely smoothly!

This report is for emergency drill # 10 for school year 2017-2018

Name of person conducting drill: Suzi Furwangler

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 Off. Lato #071

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_