

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: 8/27/15 Time drill was held: 1:55 (pm/am)

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


Total Participants: 267

Remarks: Door in West Kindergarten stairwell sticks — Maintenance notified to fix.

This report is for emergency drill # 1 for school year 2015/2016

Name of person conducting drill: Suzi Furtwengler

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: 9-11-15 Time drill was held: 2:50 (pm/am)

Exact time required to evacuate/shelter/secure: 8:30 min

Total Participants: 298

Remarks: Min Center can't hear speakers. Ed Cars working in Recess room

This report is for emergency drill # 2 for school year 2015/2016

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

* note on emergency instructions to call extension of that room.

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: 10/16/15 Time drill was held: 8:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1:30 second drill
2:00 first drill


Total Participants: 321

Remarks: can drill twice consecutively to
if noise and slow departure of first drill.

This report is for emergency drill # 3 for school year 2015/2016

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: 11/4/15 Time drill was held: 2:50 (pm/am)

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

Total Participants: 302

Remarks: All doors locked green sheets on floor outside doors and all shades drawn 😊

This report is for emergency drill # 4 for school year 2015/2016

Name of person conducting drill: Suzi 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 Jeremy Huffman [Signature]

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: 11-10-15 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:27

Total Participants: 320

Remarks: Excellent Drill - all students left silently and lined up in silence

This report is for emergency drill # 5 for school year 2015/2016

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: 3-9-16 Time drill was held: 10:45 (pm/am)

Exact time required to evacuate/shelter/secure: 14 min to check building -

Total Participants: 310

Remarks: 4 classrooms did not put out red/green cards
2 classrooms did not pull shades
1 classroom not locked

This report is for emergency drill # 6 for school year 2015/2016

Name of person conducting drill: Suzi Furtwangler

Title of person conducting drill: Suzi Furtwangler

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 Jeremy Huffman

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

Date of Drill: 3/21/16 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 8/27


Total Participants: 318

Remarks: Great drill -
Ministry Center could not
hear the drill. - I talked with Brian Cooper (hod)

This report is for emergency drill # 7 for school year 2015/2016 → Speakers in M.C

Name of person conducting drill: Suzi Furtwangler & hall

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
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- Recess
- Other Events

Name of Reporting School: Saint Thomas the Apostle School

Date of Drill: 3/30/16 Time drill was held: 11:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1:08

Total Participants: 127

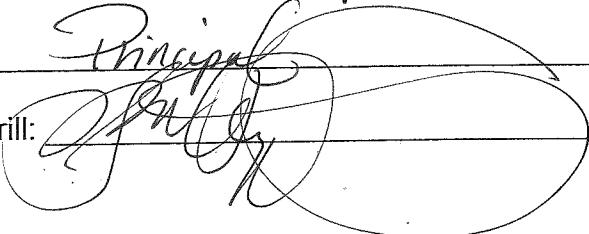
Remarks: Drill held during recess - Notified the corner level of the church (lunch room helpers).
Notified park of drill - 6751-4 + 2 teachers at park

This report is for emergency drill # 8 for school year 2015-2016

*17 students on retreat off campus
36 Bandtastic event - off campus*

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

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- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 4-14-16 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:55


Total Participants: 315

Remarks: Great drill! All evacuated quietly and quickly.

This report is for emergency drill # 9 for school year 2015-2016

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
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- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 4-13-16 Time drill was held: 8:130 (pm/am)

Exact time required to evacuate/shelter/secure: 8 minutes

Total Participants: 317

Remarks: _____

This report is for emergency drill # _____ for school year 2015/2016 Statewide Severe Weather Drill

Name of person conducting drill: Elizabeth Edgerton

Title of person conducting drill: Development and Outreach Coordinator

Signature of person conducting drill: *Elizabeth Edgerton*

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

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- Other Events

Name of Reporting School: Saint Thomas the Apostle Catholic School

Date of Drill: 5/26/16 Time drill was held: 12:40 (pm/am)

Exact time required to evacuate/shelter/secure: 10 minutes

Total Participants: 289

Remarks: Lower level is a concern because announcements are not always heard in there. The nursery & room 3 were good locations for middle school. School was secure

This report is for emergency drill # 10 for school year 2015-2016

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 Jeremy Huffman #237 Grand Rapids PD

OR

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