

School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. One drill shall include security measures of a potentially dangerous individual on or near the school premises. Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Saint Thomas the Apostle Principal: Ryan Corcoran

Date of drill: 9/3/24 Number of students: 287 Number of Staff: 35

Time initiated: 9:00 a.m. p.m. Time concluded 9:05 a.m. p.m.

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks:

This report is for: (check box next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2024-2025 school year

Tornado drill number 1 2 for the 2024-2025 school year

Safety/Security drill number 1 2 3 for the 2024-2025 school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9/3/24

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*

9/3/24 Lockdown

Homeroom Teachers		Student Count	Adult Count	Notes
Adam	Baxter	2	1	
Jen	Bendon	18	1	
Mary Ann	Bridge	16	1	
Kate	Casey	19	1	
Kelly	Donohue	20	1	
Rachel	Eggenberger	16	1	
Sue	Hieshetter	11	3	
Nicole	Hoedeman	33	1	
Kailey	Malonek	16	1	
Mike	Mester	22	1	
Molly	Mester	22	2	
Veronica	Perdue	11	2	
Jacky	Hamann	18 17	2	
Brenda	Tietema	16	1	
Abby	VanDyke	20	1	
Evan	Walsh	7	1	
Amy	Zakrajsek	21	1	
Specials Teachers		Student Count	Adult Count	Notes
Ashley	Emmerson	4	1	
Becky	Keane	4	1	
Kathy	Proulx	4	1	
Karen	Williams	8	1	
Angie	Dressander		1	
Emily	Brunner			

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