

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: St Thomas

Date of Drill: 5/21 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1:48

Total Participants: 210

Remarks: Excellent!

This report is for emergency drill # 3 for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mark Breckenridge

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: ST Thomas The Apostle

Date of Drill: 4-17-15 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1.23 minutes

Total Participants: 250

Remarks: _____

This report is for emergency drill # 6 for school year 2014-2015.

Name of person conducting drill: Mark Moses

Title of person conducting drill: Maintenance

Signature of person conducting drill: mark Moses

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mark Breckenridge

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: ST Thomas the Apostle

Date of Drill: 3-27-15 Time drill was held: 8:56 (pm/am)

Exact time required to evacuate/shelter/secure: 1.25 minutes

Total Participants: 230

Remarks: _____

This report is for emergency drill # 5 for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Theresa Marshall

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mr Breckenridge

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: St Thomas School

Date of Drill: 9/17 Time drill was held: 9 A.m (pm/am)

Exact time required to evacuate/shelter/secure: 1:43

Total Participants: 250

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title County Coordinator -

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: ST Thomas

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

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 230

Remarks: _____

This report is for emergency drill # 2 for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mn. Breckenridge / Washenaw County
Emergency Drills Coordinator

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: St Thomas School

Date of Drill: 10/28 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: Immediate, 45 seconds

Total Participants: 230

Remarks: _____

This report is for emergency drill # 2 for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator

Name & Title Mark Brice, Emergency Coordinator

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: St Thomas the Apostle

Date of Drill: 11-24-14 Time drill was held: 2:45 (pm/am)

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

Total Participants: 230

Remarks: we had high winds (60mph) & electrical issues so delayed the drill from 2:00 to 2:45

This report is for emergency drill # 3 for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mark Breckenridge - Washitana County
Emergency Manager

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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☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: ST Thomas

Date of Drill: 12/12/2014 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 250

Remarks: _____

This report is for emergency drill # _____ for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title TM

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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☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: St Thomas

Date of Drill: 1/22/2015 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 3:25

Total Participants: 280

Remarks: _____

This report is for emergency drill # 2 for school year 2013-2014

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: Karen Belcher

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Mark Breckenridge

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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- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: St Thomas

Date of Drill: 2/24/2015 Time drill was held: 11:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 250

Remarks: _____

This report is for emergency drill # _____ for school year 2014-2015

Name of person conducting drill: Karen Belcher

Title of person conducting drill: Director of Maintenance

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Mr Breckenridge / Washtenaw County
Emergency drill coordinator

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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☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: St Thomas

Date of Drill: 2/26/2015 Time drill was held: 1250 (pm/am)

Exact time required to evacuate/shelter/secure: About 1 minute 30 Sec

Total Participants: 310 (more due to mass)

Remarks: Alarm pulled by toddler at mass

This report is for emergency drill # 4 for school year _____.

Name of person conducting drill: NA

Title of person conducting drill: NA

Signature of person conducting drill: NA

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 _____