

2016-2017

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 School

Date of Drill: 3/9 Time drill was held: 8:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 30 sec

Total Participants: 190

Remarks: _____

This report is for emergency drill # 7 for school year 2016-2017

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 _____

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)
☐ 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: 2/28/2017 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 7 minutes

Total Participants: 181

Remarks: All teachers need to text
that they are okay

This report is for emergency drill # 6 for school year 2016-2017

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

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)
☒ 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: 12/9/16 Time drill was held: 9:04 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 30sec.

Total Participants: 190

Remarks: The only issue was not seeing our handicapped child. She is to go to the locker room for safety and that is where she was!

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

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Karen Belcher

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)
☐ 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: 11/21/2016 Time drill was held: 2:00pm (pm/am)

Exact time required to evacuate/shelter/secure: 110 seconds

Total Participants: 190

Remarks: Door left open; student in wheelchair
came out after it was thought all
students had exited.

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

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Karen Belcher

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) 1/6
☐ 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, Ann Arbor

Date of Drill: 9-14-16 Time drill was held: 10:00 am (pm/am)

Exact time required to evacuate/shelter/secure: 89 seconds

Total Participants: 190 (5 students absent)

Remarks: Excellent drill; students were
quiet & orderly.

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Karen Belcher

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)
☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☐ Standard
☒ Class Change/lunch/recess
☒ Recess
☐ Other Events

Name of Reporting School: St. Thomas

Date of Drill: 10-27-16 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 90 seconds

Total Participants: 190

Remarks: All went well. Students were
orderly and moved quickly.

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

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Karen Belcher

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)
☐ Tornado Drill (2 required)
☒ Lock Down/Shelter in Place Drill
(2 required) 1/2

Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: St. Thomas

Date of Drill: 10/13/16 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: - - (lockdown)

Total Participants: 190

Remarks: Drill went as planned. One classroom door left unlocked and talking heard in gym area hiding place for students. All went

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

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

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)
☐ 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: 3/21 Time drill was held: 8:30 (pm/am)

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

Total Participants: 170

Remarks: Very quiet and orderly

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

Name of person conducting drill: Cathy Donahue

Title of person conducting drill: Business Manager

Signature of person conducting drill: Catherine Donahue

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)
☐ 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: 4/28 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 95 seconds

Total Participants: 190

Remarks:

Excellent student behavior
and speed in exiting the
building.

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

Name of person conducting drill: Michele Jahn

Title of person conducting drill: Principal

Signature of person conducting drill: Michele Jahn

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)
- ☐ 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 CATHOLIC SCHOOL

Date of Drill: 5-18-2017 Time drill was held: 1:45 (pm/am)

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

Total Participants: 196

Remarks: All teachers and staff effectively
reported status to principal and
office staff.

This report is for emergency drill # _____ for school year 16-17.

Name of person conducting drill: TIMOTHY DILAURA

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 _____