

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classr

- Fire Drill (5 required)
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- Tornado Drill (2 required)
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required)
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul School Year: 18/19

Date of Drill: 9/27/19 Time drill was held: 1:20 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 27sec

Total Participants: 162

Remarks: * red/green cards missing from 4 classes

This report is for Fire emergency drill # 1 for school year 18/19.

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Utter 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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Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul School Year: 18/19

Date of Drill: 10/23 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 15 sec

Total Participants: 1105

Remarks: _____

This report is for Fire emergency drill # 2 for school year 18/19.

Name of person conducting drill: Michelle Morrow

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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drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul the Apostle School Year: 2018-2019

Date of Drill: 12/17/18 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:32

Total Participants: 160

Remarks: _____

This report is for Fire emergency drill # 3 for school year 2018/19.

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Principal

Signature of person conducting drill: *Michelle Morrow*

Drill Was Coordinated With:

Emergency Management Coordinator Kent County
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 _____

*Jack Stewart
* Jack.stewart
@kentcounty
MI.gov*

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1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required)
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul the Apostle School Year: 2018-19

Date of Drill: 3/28/19 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1.56

Total Participants: 125

Remarks: _____

This report is for Fire emergency drill # 5 for school year 2018-19

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Administrator

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 _____