

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 classroom

- 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) 1
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: Divine Providence Academy

Date of Drill: 9/20/23 Time drill was held: 8:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 12sec

Total Participants: 114

Remarks: _____

This report is for Fire emergency drill # 1 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Wattashi

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
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1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy

Date of Drill: 10/26/23 Time drill was held: 2:27 (pm/am)

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

Total Participants: 115

Remarks: _____

This report is for Fire emergency drill # 2 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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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- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy

Date of Drill: 11/14/23 Time drill was held: 10:20 (pm/am)

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

Total Participants: 115

Remarks: _____

This report is for Fire emergency drill # 3 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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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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) 1**
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: Divine Providence Academy-SJ

Date of Drill: 3/27/24 Time drill was held: 9:45 (pm/am)

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

Total Participants: 103

Remarks: _____

This report is for Fire emergency drill # 4 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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
- Tornado Drill (2 required)
 - 1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1 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: Divine Providence Academy - SJ

Date of Drill: 4/29/24 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 54 sec

Total Participants: 100

Remarks: _____

This report is for Fire emergency drill # 5 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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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1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy

Date of Drill: 12/11/23 Time drill was held: 9am (pm/am)

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

Total Participants: 106

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: *Christina Watkoski*

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
- Tornado Drill (2 required)
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy - 55

Date of Drill: 3/6/24 Time drill was held: 8:45 (pm/am)

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

Total Participants: 111

Remarks: Went very smoothly

This report is for Tornado emergency drill # 2 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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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1 drill must be during March
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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: Divine Providence Academy

Date of Drill: 10/11/23 Time drill was held: 8:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 40 sec

Total Participants: 115

Remarks: _____

This report is for Lockdown emergency drill # 1 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tim Lewkowski

OR

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

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Reasonable space between each drill
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1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy at Saint Joseph

Date of Drill: 1-8-23 Time drill was held: 2:26 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 36 seconds

Total Participants: 115

Remarks: Ottawa Co. Sheriff present for lockdown.

This report is for Lockdown emergency drill # 2 for school year 23/24.

Name of person conducting drill: Kate Beuschel

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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- Tornado Drill (2 required)
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1
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: Divine Providence Academy - SJ

Date of Drill: 4/9/24 Time drill was held: 11:00 (pm/am)

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

Total Participants: 115

Remarks: _____

This report is for lockdown emergency drill # 3 for school year 23/24.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tim Lewkowski

OR

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