

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: 9/19/22 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2m30sec

Total Participants: 116

Remarks: First Drill of the year. Middle School last out. Preschool students were already outside for dismissal.

This report is for Fire emergency drill # 1 for school year 22/23.

Name of person conducting drill: Christina Watkosti

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkosti

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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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: 10/19/22 Time drill was held: 10 (pm/am)

Exact time required to evacuate/shelter/secure: 1min 50sec

Total Participants: 96

Remarks: Classes were changing and some were lined up to come in from recess.

This report is for Fire emergency drill # 2 for school year 22/23.

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

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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: 11/29/22 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1min 57sec

Total Participants: 100

Remarks: _____

This report is for Fire emergency drill # 3 for school year 22/23.

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)
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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: 4/26/23 Time drill was held: 11:25am (pm/am)

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

Total Participants: 100

Remarks: _____

This report is for Fire emergency drill # 4 for school year 22/23

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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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: 5/23/23 Time drill was held: 10am (pm/am)

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

Total Participants: 101

Remarks: _____

This report is for Fire emergency drill # 5 for school year 22/23.

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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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: Tornado Time drill was held: 9:35 (pm/am)

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

Total Participants: 103

Remarks: _____

This report is for Tornado emergency drill # 1 for school year 22/23.

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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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: 3/8/23 Time drill was held: 9:05 (pm/am)

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

Total Participants: 81

Remarks: Went very quickly and smoothly

This report is for Tornado emergency drill # 2 for school year 22/23.

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 9/30/22 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 10 min walk through of both buildings

Total Participants: 85

Remarks: Deputy Sheriff - School Resource Officer AJ Rietberg walked through both buildings verifying all classrooms were secure and offering recommendations

This report is for lockdown emergency drill # 1 for school year 22/23.

Name of person conducting drill: Christina Watkosi

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkosi

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

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

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: Divine Providence Academy

Date of Drill: 12/12/22 Time drill was held: 2:30 (pm/am)

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

Total Participants: _____

Remarks: Officer Lewkowski walked through both buildings

This report is for lockdown emergency drill # 2 for school year 22/23.

Name of person conducting drill: Christina Watkosti

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkosti

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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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: 2/15/23 Time drill was held: 9am (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: Officer Tim & JR walked through both buildings

This report is for lockdown emergency drill # 3 for school year 22/23.

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 Lewkowksi and JR

OR

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