

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: 9/22/21 Time drill was held: 11:15 (pm/am)

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

Total Participants: 68

Remarks: Went well for first drill of the year.
Middle School went out front door but then practiced
normal route of going down fire escape.

This report is for Fire emergency drill # 1 for school year 2021.

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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Time of Drill

- Standard**
- Class Change**
- Recess**
- Other Events**

Name of Reporting School: DPA - St. Joseph

Date of Drill: 10/20/21 Time drill was held: 2:30pm (pm/am)

Exact time required to evacuate/shelter/secure: 2m 19sec

Total Participants: 83

Remarks: _____

This report is for Fire emergency drill # 2 for school year 2021.

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: DPA - St. Joseph

Date of Drill: 11/30/21 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 7 sec

Total Participants: 56

Remarks: Classes were getting ready to go outside. Everyone was out quick

This report is for Fire emergency drill # 3 for school year 21/22.

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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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 - St. Joseph

Date of Drill: 3/15/22 Time drill was held: 9:14 (pm/am)

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

Total Participants: 86

Remarks: Everyone was outside before 3min, but I had trouble turning off the alarm to secure.

This report is for Fire emergency drill # 4 for school year 2022.

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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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 - St. Joseph

Date of Drill: 4/20/22 Time drill was held: 9:55am (pm/am)

Exact time required to evacuate/shelter/secure: 2min 20sec

Total Participants: 96

Remarks: Upper EI, Lower EI, & Middle School were outside for recess during drill. Everyone lined up.

This report is for fire emergency drill # 5 for school year 21/22.

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: 11/15/21 Time drill was held: 10:20 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min 24 sec

Total Participants: 63

Remarks: 2 rooms did not have walkie talkies turned on so they did not hear the call. Verbally told them and turned on the walkie talkies

This report is for Tornado emergency drill # 1 for school year 21/22.

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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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Divine Providence Academy - St. Joseph

Date of Drill: 3/1/22 Time drill was held: 8:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1:58

Total Participants: 78

Remarks: Went very well

This report is for Tornado emergency drill # 2 for school year 2022.

Name of person conducting drill: Christina Watkoshi

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoshi

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: 2/17/21 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 10 sec

Total Participants: 78

Remarks: Middle School & Library were not locked.
Walkie Talkie in library not working, will replace.
Preschool not locked. Issue Addressed.

This report is for lockdown emergency drill # 2 for school year 2021/2022

Name of person conducting drill: Christina Walkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Walkoski

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

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

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: Divine Providence Academy

Date of Drill: 10/5/21 Time drill was held: 1:55 (pm/am)

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

Total Participants: 75

Remarks: Deputy Browner & Deputy Lewkowski
were here and walked through the school building.
Kristin ~~was~~ cleared Early Childhood building

This report is for Lockdown emergency drill # 1 for school year 2021.

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 Meri-Beth Browner & Tim Lewkowski

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: _____

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

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

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

Name of person conducting drill: _____

Title of person conducting drill: _____

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 _____