

School Emergency Drills Building 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
lunch

Name of Reporting School: Divine Providence Academy St. Joseph

Date of Drill: 6.10.2020 Time drill was held: 11:15 (pm/am)

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

Total Participants: 25

Remarks: _____

This report is for _____ emergency drill # 1 for school year 2020.

Name of person conducting drill: Amy Gilbert

Title of person conducting drill: Director

Signature of person conducting drill: Amy Gilbert

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Kate Beuschel - Principal

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 *LE on recess*
- Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 5-11-21 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:14 mins

Total Participants: _____

Remarks: UE & library doors left open, LE was outside already for recess. Went very well.

This report is for fire emergency drill # _____ for school year 20/21

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Secretary

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
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: 4/28/21 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:23

Total Participants: 46

Remarks: Students did great!

This report is for fire emergency drill # 4 for school year 20-21

Name of person conducting drill: Suzanne May

Title of person conducting drill: Secretary

Signature of person conducting drill: Suzanne May

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: DPA St Joseph

Date of Drill: 11/17/20 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:44

Total Participants: 44

Remarks: _____

This report is for Fire emergency drill # 3 for school year 20-21.

Name of person conducting drill: Suzanne May

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Suzanne May

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 at St. Joseph

Date of Drill: 10/13/20 Time drill was held: 8:53 (pm/am)

Exact time required to evacuate/shelter/secure: 1:48

Total Participants: 45

Remarks: Kids did a great job!

This report is for DPA emergency drill # 2 for school year 2020/2021

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Admin. Assistant

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Kate Beuschel - Pnncipal

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: 9-30-20 Time drill was held: am (pm/am)

Exact time required to evacuate/shelter/secure: 1:13

Total Participants: 45

Remarks: 2 teachers forgot to close doors & lights, Smith - no walkie

This report is for fire emergency drill # 1 for school year 20/21.

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: administrative assistant

Signature of person conducting drill: Ashley Dietrich

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: 10/7/20 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:04

Total Participants: _____

Remarks: Went well - WE go to Boy's Bath Hall, MS & LE
STREAM room go to that classes area. under stairs

This report is for Tornado emergency drill # 1 for school year 20/21.

Name of person conducting drill: Gina Bonehuis & Ashley Dietrich

Title of person conducting drill: Teacher / Secretary

Signature of person conducting drill: Ashley Dietrich

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: DPA

Date of Drill: 4/22/21 Time drill was held: 11:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:43

Total Participants: 44

Remarks: Everyone did awesome!!

This report is for tornado emergency drill # 2 for school year 20/21

Name of person conducting drill: Suzanne May

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Suzanne May

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: _____

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 _____

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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: 5/20/21 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:49

Total Participants: 110

Remarks: Both buildings did fantastic!

This report is for Lockdown emergency drill # 3 for school year 2020-21

Name of person conducting drill: Suzanne May / Kristin Hoyle

Title of person conducting drill: Secretary

Signature of person conducting drill: Suzanne May

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

Date of Drill: 4-20-21 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 5 K-8 staff members, students.

Remarks: Officers Deputy Browner & Deputy Lewkowski were present for the drill & did the sweep. EC did not participate.

This report is for Lockdown emergency drill # 2 for school year 20/21.

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Secretary

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Deputy Browner & Deputy Lewkowski of Ottawa Co. Sheriff Office.

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: 10/28/20 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3:58

Total Participants: 118 ~~118~~ ~~11~~ ~~14~~

Remarks: _____

This report is for ~~shelter in place~~ ^{lockdown} emergency drill # 1 for school year 20/21.

Name of person conducting drill: Ashley Dietrich / Kate Beuschel

Title of person conducting drill: secretary / principal

Signature of person conducting drill: Ashley Dietrich

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 _____