

2023/2024

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: 9/19/23 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 22 sec

Total Participants: 35

Remarks: _____

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

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

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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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: 10/10/23 Time drill was held: 9:40 (pm/am)

3:18

Exact time required to evacuate/shelter/secure: 3:18

Total Participants: 33

Remarks: _____

This report is for fire 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: [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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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: 11/14/23 Time drill was held: 11:45 (pm/am)

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

Total Participants: 36

Remarks: _____

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

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: B. Coleman

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 _____

School Emergency Drills Documentation Form

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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: DPA @ SC School Year: 2023/24

Date of Drill: 5-14-24 Time drill was held: 2:23 (pm/am)

Exact time required to evacuate/shelter/secure: 2:47

Total Participants: 33

Remarks: _____

This report is for fire emergency drill # 4 for school year 23-24

Name of person conducting drill: Kate Beuschel

Title of person conducting drill: Principal

Signature of person conducting drill: Kate Beuschel

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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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: D.P.A. St. Catherine's School Year: 2024

Date of Drill: 6/3/24 Time drill was held: 2:19pm (pm/am)

Exact time required to evacuate/shelter/secure: 1:56.78

Total Participants: 35

Remarks: _____

This report is for fire emergency drill # 5 for school year 2024.

Name of person conducting drill: Ryan Swanson

Title of person conducting drill: front office

Signature of person conducting drill: Ryan Swanson

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

Date of Drill: 9/25/23 Time drill was held: 11:20 (pm/am)

Exact time required to evacuate/shelter/secure: 3min 28 secs

Total Participants: 39

Remarks: _____

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

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Administrative Assistant

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
- 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: DPA @ Saint Catharines School Year: 2023/2024

Date of Drill: 3-28-24 Time drill was held: 10:47 (pm/am)

Exact time required to evacuate/shelter/secure: 3:37 sec

Total Participants: 37

Remarks: _____

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

Name of person conducting drill: Kate Beuschel

Title of person conducting drill: Principale

Signature of person conducting drill: Kate Beuschel

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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- 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: 11/27/23 Time drill was held: 9:05 (pm/am)

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

Total Participants: 33

Remarks: _____

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

Name of person conducting drill: Brian Coleman

Title of person conducting drill: Admin Assistant

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 _____