

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
 Tornado Drill (2 required)
 Lock Down / Shelter In Place Drill
(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elem

Date of Drill: 9-8-17 Time drill was held: 10:45 (pm/am)

Exact time required to evacuate/shelter/secure:

Total Participants: 350

Remarks: None

This report is for emergency drill # 2 for school year 17-18.

Name of person conducting drill: M. Boddy

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Mr Bob Berbaum

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Ken Gelert, Director, MSPD

OR

Fire (fire chief or designee)

Name & Title Ken Gelert Director, MSPD

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 Lock Down / Shelter In Place Drill
(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 9-14-17 Time drill was held: 9:30 (pm/arn)

Exact time required to evacuate/shelter/secure: 2:10

Total Participants: 250

Remarks: This was an unplanned evacuation due to an alarm triggered by a change over at the city water tower to temp. pumps

This report is for emergency drill # 3 for school year 1718

Name of person conducting drill: m Boddy

Title of person conducting drill: Superintendent

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 Kevin D. Smith Marietta Public Safety Officer

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: Emerald Elementary

Date of Drill: 9-15-17 Time drill was held: 8:45 (pm/am)

Exact time required to evacuate/shelter/secure: 0

Total Participants: 350

Remarks: Lights should be off. Use locks in conjunction with Night Lock system

This report is for emergency drill # 4 for school year 17-18

Name of person conducting drill: M. Baddy

Title of person conducting drill: Superintendent

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Mr. Bob Berikan

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title REGAN TWAROKUS, MPSD OFFICER

OR

Fire (fire chief or designee)

Name & Title REGAN TWAROKUS, NPSD OFFICER

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald

Date of Drill: 10-8-17 Time drill was held: 1:35 (pm/am)

Exact time required to evacuate/shelter/secure: 2:03:96

Total Participants: 350

Remarks: NA

This report is for emergency drill # 5 for school year 17-18

Name of person conducting drill: M. Barclay

Title of person conducting drill: Superintendent / Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Mr. Robert Behrman

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Det. Kenos EMS

OR

Fire (fire chief or designee)

Name & Title _____

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 1-17-18 Time drill was held: 8:40 (pm/am)

Exact time required to evacuate/shelter/secure: 3:15

Total Participants: 360

Remarks: All went well. New staff brought up to speed on process.

This report is for emergency drill # 7 for school year 17-18.

Name of person conducting drill: Maryam Boddy

Title of person conducting drill: Superintendent

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Mr Robert Bertram

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Officer Kevin D. Smith #105 / Trooper Patricia Janisse - Michigan State Police - St. Ignace Post

OR

Fire (fire chief or designee)

Name & Title Officer Kevin D. Smith #105 - Michigan State Police - St. Ignace Post

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Type of Drill

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 4-5-18 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: ALL (366)

Remarks: _____

This report is for emergency drill # 8 for school year 17-18.

Name of person conducting drill: ROB RYAN

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Robert J Ryan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Ken C. Slet M.P.S.D.

OR

Fire (fire chief or designee)
Name & Title Ken C. Slet M.P.S.D.

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 4-30-18 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:32 ~~minutes~~

Total Participants: 370

Remarks: all went well

This report is for emergency drill # 18 for school year 17-18.

Name of person conducting drill: m. Boddy

Title of person conducting drill: Principal / Superintendent

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title [Signature]

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title [Signature]

OR

Fire (fire chief or designee)

Name & Title _____

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: ^{sub} 5-4-18 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2.54

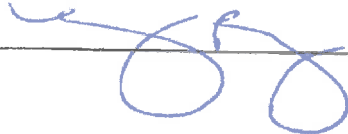
Total Participants: 270

Remarks: Some open doors and lights left on.

This report is for emergency drill # 18 for school year 17-18.

Name of person conducting drill: M. Boddy

Title of person conducting drill: Superintendent / 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 _____