

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 9:50
- Class Change
- Recess
- Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 9:50 Time drill was held: 9-12 (pm/am)

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

Total Participants: 338

Remarks: 2 teachers - STEWENS doors open gym lights on
KOZLOWSKI

This report is for emergency drill # 1 for school year 19-20

Name of person conducting drill: Jennifer Boyle

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 Ken C. [Signature] Director of Public Safety

OR

Fire (fire chief or designee) [Signature]
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: 10:20 9/25/19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 10:17 - 10:21 4 minutes

Total Participants: 338

Remarks: K-1 was out at recess

This report is for emergency drill # 2 for school year 19-20

Name of person conducting drill: Jennifer Boyle

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 KEVIN C. GALANT / PUBLIC SAFETY

OR

Fire (fire chief or designee)
Name & Title KEVIN C. GALANT / PUBLIC SAFETY

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Type of Drill

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 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 Elementary

Date of Drill: 10/2 Time drill was held: 2:40 (pm/am) 2:42-2:46

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

Total Participants: 338

Remarks: 4 rooms lights on

This report is for emergency drill # 3 for school year 2019-2020

Name of person conducting drill: Jennifer Bru

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 [Signature] MPST

OR

Fire (fire chief or designee)
Name & Title [Signature] MPST

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 Elementary

Date of Drill: October 11 Time drill was held: 2:40 (pm/am)

Exact time required to evacuate/shelter/secure: 2:43-2:47

Total Participants: 338

Remarks: Art room lights on

This report is for emergency drill # 4 for school year 2019-2020

Name of person conducting drill: Jennifer Boyle

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 KEN GILLO, Director, MSP

OR

Fire (fire chief or designee)
Name & Title [Signature]

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 1:15
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 11/6 Time drill was held: 1:17 (pm/am) 1:19

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

Total Participants: 338

Remarks: No obvious issues

This report is for emergency drill # 5 for school year 19-20.

Name of person conducting drill: Jennifer Boyle

Title of person conducting drill: Building 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 Tim Russell Sgt.

OR

Fire (fire chief or designee)

Name & Title Tim Russell Sgt.

School Emergency Drills Documentation Form

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- 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 Elementary

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

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 338

Remarks: _____

This report is for emergency drill # 6 for school year 19-20

Name of person conducting drill: Jennifer Boyle

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 Ken O. Golat MSP

OR

Fire (fire chief or designee)
Name & Title [Signature]