

School Emergency Drills

Documentation Form

Type of Drill

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

Type of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 9/25/16 Time drill was held: 2:32 (am/pm)

Exact time required to evacuate/shelter/secure: 3 Min 2 sec

Total Participants: 72

Remarks: _____

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 9/22/16 Time drill was held: 1:55 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 31 sec

Total Participants: 70

Remarks: _____

This report is for emergency drill # 1 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

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Name of Reporting School: Saint Basil Catholic School

Date of Drill: 9/29/2014 Time drill was held: 2:54 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 51 sec

Total Participants: 73

Remarks: Need to install blinds in title-1 room. Librarian needs key

This report is for emergency drill # 1 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Name of Reporting School: Saint Basil Catholic School

Date of Drill: 10/17/2016 Time drill was held: 11:21 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 20 sec

Total Participants: 47

Remarks: Make sure to check lunch room
close all doors

Kindergarten + 4th/5th graders were at Church

This report is for emergency drill # 2 for school year 2016-2017

Name of person conducting drill: Mrs. Arbans

Title of person conducting drill: principal

Signature of person conducting drill: Jeanne Arbans

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

- Standard
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- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 11/10/16 Time drill was held: 1:27 (am/pm)

Exact time required to evacuate/shelter/secure: 1:46

Total Participants: 74

Remarks: handful of preschooler missing

This report is for emergency drill # 3 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 11/29/16 Time drill was held: 10:23 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 10 sec

Total Participants: 78

Remarks: 1/2 Grade door unlocked, 3rd grade door unlocked. Teachers lounge bathroom door lock Broken. Inside threat

This report is for emergency drill # 2 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Joanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title Charlie Hamlin

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

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- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 11/7/16 Time drill was held: 9:43 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 16 sec.

Total Participants: 80

Remarks: Staged fire to redirect traffic.

This report is for emergency drill # 4 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

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- Recess
- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 1/17/17 Time drill was held: 8:48 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 59 sec

Total Participants: 77

Remarks: Need blinds in title-one room, outdoor threat, need to turn off lights upstairs

This report is for emergency drill # 3 for school year 16-17.

Name of person conducting drill: Mrs. Albanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Albanas

Lock Down/Shelter in Place Drill was **COORDINATED** with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

- Standard
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- Recess
- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 3/7/17 Time drill was held: 11:35 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 45 sec.

Total Participants: 77

Remarks: Drill was done during lunch.

This report is for emergency drill # 2 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
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Name of Reporting School: Saint Basil Catholic School

Date of Drill: 3/23/17 Time drill was held: 8:32 (am/pm)

Exact time required to evacuate/shelter/secure: 4 min 10 sec

Total Participants: _____

Remarks: Indoor threat, practiced with student in hall went over what to do when locked out of classroom. 4/5 forgot to pull blinds ;

This report is for emergency drill # 4 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR
 Fire (fire chief or designee)
Name and Title _____

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Name of Reporting School: Saint Basil Catholic School

Date of Drill: 3/31/17 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 45 sec

Total Participants: 79

Remarks: during gym - class change

This report is for emergency drill # 5 for school year 2016-2017

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: Principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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Type of Drill

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- Other Events

Name of Reporting School: Saint Basil Catholic School

Date of Drill: 5/2/17 Time drill was held: 2:55 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 2 min 58 sec

Total Participants: 82

Remarks: Drill was done close to the end of the day.

This report is for emergency drill # 6 for school year 16-17.

Name of person conducting drill: Mrs. Arbanas

Title of person conducting drill: principal

Signature of person conducting drill: Jeanne Arbanas

Lock Down/Shelter in Place Drill was COORDINATED with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____