

# 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: Pansophia Academy

Date of Drill: 10-3-13 Time drill was held: 10:45 (pm/am) am

Exact time required to evacuate/shelter/secure: 1 min 5 sec elem ms/HS 1 min 11 sec

Total Participants: 376

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2013-14.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: Steven Palmer, 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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## Type of Drill

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## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 10-30-13 Time drill was held: 11:00 (pm/am)

Exact time required to evacuate/shelter/secure: elem. 1 minute ms/HS

Total Participants: 363

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 2013-14

Name of person conducting drill: Steven Palmer

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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## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophica Academy

Date of Drill: 1-16-2014 Time drill was held: 8:35 (pm/am)

Exact time required to evacuate/shelter/secure: 45 sec. <sup>ms</sup> 30 sec. <sup>HS</sup> 1 min 2 sec. <sup>elem.</sup>

Total Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2013-14

Name of person conducting drill: Steve Palmer

Title of person conducting drill: 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 \_\_\_\_\_

# 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: Pansophia Academy

Date of Drill: 1-23-2014 Time drill was held: 11:35 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 10 sec <sup>elem</sup> / 115 / 52 sec

Total Participants: 367

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 4 for school year 2013-14

Name of person conducting drill: Steven Palmer

Title of person conducting drill: 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 \_\_\_\_\_

# 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: Pansophia Academy

Date of Drill: 6-2-2014 Time drill was held: 3:05 (pm/am)

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 326

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 5 for school year 2013-14

Name of person conducting drill: Steven Palmer

Title of person conducting drill: 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 \_\_\_\_\_

# 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: Pansophia Academy

Date of Drill: 10-11-14 Time drill was held: 2:00 (pm/am)

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

Total Participants: 306

Remarks: \_\_\_\_\_

This report is for emergency drill # 6 for school year 2013-14

Name of person conducting drill: Steve Palmer

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 \_\_\_\_\_

# 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: Pansophia Academy

Date of Drill: 5-16-14 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 362

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2013-14

Name of person conducting drill: Steven Palmer

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 Coldwater Police Dept. Sgt.

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: Pansophia Academy

Date of Drill: 4-4-14 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 335

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2013-14

Name of person conducting drill: Steve Palmer

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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## 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: Pansophia Academy

Date of Drill: May 12 2014 Time drill was held: 9:30 (pm/am)

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

Total Participants: 386

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 2 for school year 2013-14

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

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 \_\_\_\_\_