

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: 9-18-14 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: HS. 1 min 48 sec. / Elem 1 min. 45 sec.

Total Participants: 372

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15

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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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 10-16-14 Time drill was held: 8:40 (pm/am)

Exact time required to evacuate shelter/secure: 1 min 10 sec.

Total Participants: 409

Remarks: _____

This report is for emergency drill # 2 for school year 2014-15

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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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 11-5-14 Time drill was held: 10:00 (pm/am)

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

Total Participants: 375

Remarks: _____

This report is for emergency drill # 3 for school year 2014-15

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 _____

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 3-9-15 Time drill was held: 2:25 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min. 11 sec.

Total Participants: 396

Remarks: _____

This report is for emergency drill # 4 for school year 2014-15

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 _____

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophix Academy

Date of Drill: 6-30-15 Time drill was held: 11:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 3 sec.

Total Participants: 52

Remarks: During Summer School

This report is for emergency drill # 5 for school year 2014-15

Name of person conducting drill: Tammy Kubly / Tim Volovsek

Title of person conducting drill: Admin. Assistant / Principal-Director

Signature of person conducting drill: Tammy Kubly

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Principal, Principal

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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(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophia Academy

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

Exact time required to evacuate/shelter secure 45 seconds

Total Participants: 402

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15

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: Pansophia Academy

Date of Drill: 1-15-15 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 50 sec

Total Participants: _____

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15

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

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- Recess
- Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 4-21-2015 Time drill was held: 8:20 (pm/am)

Exact time required to evacuate/shelter/secure _____

Total Participants: 386

Remarks: _____

This report is for emergency drill # 2 for school year 2014-15

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 _____