

# 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: Hannoverville School

Date of Drill: 9/25/14 Time drill was held: 2:33 (pm/am)

Exact time required to evacuate/shelter/secure: 4 min. 2:37 pm

Total Participants: 365

Remarks: all individuals accounted for.

This report is for emergency drill # 1 for school year 14-15.

Name of person conducting drill: William E Boda

Title of person conducting drill: Dir. spec. management

Signature of person conducting drill: William E. Boda

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: Hannockville School

Date of Drill: 10-23-14 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes - 0 & 1/2

Total Participants: 370

Remarks: after lunch drill - all student accounted for

This report is for emergency drill # 2 for school year 2014-15.  
Mr. Barbhorn Present

Name of person conducting drill: Mr. Bill Boda

Title of person conducting drill: Director of operations management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_

**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: Hannakille School

Date of Drill: 10-27-14 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 10:45

Total Participants: 385

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

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

Name of person conducting drill: William E Boda

Title of person conducting drill: DIRECTOR OF OPERATIONS MANAGEMENT

Signature of person conducting drill: William E. Boda

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Rob C Smith

**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

ARTL ✓  
HSE ✓  
MS ✓  
4-5 FIRE ✓  
Day Care ✓  
Elementary ✓

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: Hannahville School.

Date of Drill: 11-4-14 Time drill was held: 10:04:35 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 10:11:55 am

Total Participants: 365

Remarks: all students accounted for

This report is for emergency drill # 4 for school year 14-15.

Name of person conducting drill: William E. Boda

Title of person conducting drill: Director of Operations Management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_

VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# School Emergency Drills Documentation Form

| <u>Type of Drill</u>  | <u>Time of Drill</u>                             |
|---|--|
| <input checked="" type="checkbox"/> Fire Drill (6 required)                 | <input type="checkbox"/> Standard                |
| <input type="checkbox"/> Tornado Drill (2 required)                         | <input type="checkbox"/> Class Change            |
| <input type="checkbox"/> Lock Down / Shelter in Place Drill<br>(2 required) | <input type="checkbox"/> Recess                  |
|   | <input checked="" type="checkbox"/> Other Events |

Name of Reporting School: Hannanville

Date of Drill: 12/5/14 Time drill was held: 11:32 (pm/am)

Exact time required to evacuate/shelter/secure: 11:36:30 min

Total Participants: 360

Remarks: All participants safe and accounted for

This report is for emergency drill # 5 for school year 14-15.

Name of person conducting drill: William E Boder

Title of person conducting drill: Dir. of Ops. Management

Signature of person conducting drill: William E. Boder

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 \_\_\_\_\_

VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# 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: Hannacroche

Date of Drill: 2/12/15 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 9:12am (12 min)

Total Participants: 365

Remarks: Passing Lock down drill

This report is for emergency drill # 6 for school year 14-15.

Name of person conducting drill: William E. Boda

Title of person conducting drill: Director of Ops. Management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_

VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# School Emergency Drills Documentation Form

- | <u>Type of Drill</u>  | <u>Time of Drill</u>                             |
|---|--|
| <input type="checkbox"/> Fire Drill (6 required)                            | <input type="checkbox"/> Standard                |
| <input checked="" type="checkbox"/> Tornado Drill (2 required)              | <input checked="" type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down / Shelter in Place Drill<br>(2 required) | <input type="checkbox"/> Recess                  |
|   | <input type="checkbox"/> Other Events            |

Name of Reporting School: Hannasville

Date of Drill: 3/18/15 Time drill was held: 10:05 (pm/am)

Exact time required to evacuate/shelter/secure: 10:10 am (5 min)

Total Participants: 345 see clear.

Remarks: no FACE

This report is for emergency drill # 7 for school year 14-15.

Name of person conducting drill: William E Boda

Title of person conducting drill: Director of CPS Management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_

VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# School Emergency Drills Documentation Form

Type of Drill

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

haz. mat.  
outside threat

Time of Drill

- Standard
- Class Change M.S.
- Recess
- Other Events M.S. lunch.

Name of Reporting School: Hannakville.

Date of Drill: 4/20 Time drill was held: 12:10 (pm/am)

Exact time required to evacuate/shelter/secure: 18 minutes

Total Participants: 360

Remarks: (over)

This report is for emergency drill # 8 for school year 14-15.

Name of person conducting drill: William E Boda

Title of person conducting drill: Director of Operations Management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_



VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# 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: Hannockville School

Date of Drill: 5/4/15 Time drill was held: 12:40 (pm/am)

Exact time required to evacuate/shelter/secure: 12:45 pm (5 minutes)

Total Participants: 360

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

This report is for emergency drill # 9 for school year 14-15.

Name of person conducting drill: Mr. William E Boda

Title of person conducting drill: Director of Operations Management

Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_

VOCED ✓  
MS-HS ✓  
A, S, FACE ✓  
Day Care ✓  
Elementary ✓

# 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: Hannahville School

Date of Drill: 5/29/15 Time drill was held: 10:58 (pm/am)

Exact time required to evacuate/shelter/secure: 11:05 am (7 min)

Total Participants: 345

Remarks: daycare, EL, MS, HS, Youth Center

This report is for emergency drill # 10 for school year 14/15.

Name of person conducting drill: William E Boda

Title of person conducting drill: Director of operations Management

\* Signature of person conducting drill: William E. Boda

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 \_\_\_\_\_