

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Saint John Paul II Catholic Academy  
 Principal: Michael Muhs  
 Date of drill: 09/27/2023 Number of students: 106 Number of staff: 16  
 Time initiated: 10:08 (a.m./p.m.) Time concluded: 10:10 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

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

This report is for: \_\_\_\_\_ Fire drill number 1 2 3 4 5 for the 2023/2024 school year  
(circle number next to applicable drill)

Tornado drill number 1 2 for the 2023/2024 school year

Safety/Security drill number 1 2 3 for the 2023/2024 school year

Name of person conducting drill: Michael Muhs  
 Title of person conducting drill: Principal  
 Signature or person conducting drill: \_\_\_\_\_ Date: 9-27-23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Must post on the school's website within 30 days after completing the drill.  
 The form must be maintained on the school website for at least three years.*

## School Drill Observation Form

### Problems Encountered (Check all that apply)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Congestion in hallways</li> <li><input type="checkbox"/> Alarm not heard</li> <li><input type="checkbox"/> Students unsure of proper procedures</li> <li><input type="checkbox"/> Staff unsure of proper procedures</li> <li><input type="checkbox"/> Use of personal technologies by students</li> <li><input type="checkbox"/> Use of personal technologies by staff</li> <li><input type="checkbox"/> Unable to lock doors</li> <li><input type="checkbox"/> Windows not covered</li> <li><input type="checkbox"/> Windows left open</li> <li><input type="checkbox"/> Doors left open</li> <li><input type="checkbox"/> Difficulties with evacuation of students or staff with disabilities</li> <li><input type="checkbox"/> Staff and adults unaccounted for</li> <li><input type="checkbox"/> Staff not serious about drill</li> <li><input type="checkbox"/> Students unaccounted for</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Radio communication problems</li> <li><input type="checkbox"/> Network/computer problems</li> <li><input type="checkbox"/> Weather-related problems</li> <li><input type="checkbox"/> Noise impedes communications</li> <li><input type="checkbox"/> Students not out of sight (safety/security drill)</li> <li><input type="checkbox"/> Long time to evacuate building</li> <li><input type="checkbox"/> Students not serious about drill</li> <li><input type="checkbox"/> Frightened students (safety/security drill)</li> <li><input type="checkbox"/> Improper or unavailable supplies</li> <li><input type="checkbox"/> Confusion</li> <li><input type="checkbox"/> Doors or exits blocked</li> <li><input type="checkbox"/> Transportation issues</li> <li><input type="checkbox"/> Interagency communication issues</li> <li><input type="checkbox"/> Incident command problems</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|--|---|

### Weather Conditions

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear</li> <li><input checked="" type="checkbox"/> Cloudy</li> <li><input type="checkbox"/> Raining</li> <li><input type="checkbox"/> Rain and wind</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Windy</li> <li><input type="checkbox"/> Snow/sleet</li> <li><input type="checkbox"/> Hot (above 80 degrees)</li> <li><input type="checkbox"/> Cold (40 to 10 degrees)</li> </ul> |
|--|---|

### Plans for Improvement

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional staff training</li> <li><input type="checkbox"/> Additional student training</li> <li><input type="checkbox"/> Address need for additional equipment</li> <li><input type="checkbox"/> Improved emergency supplies</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperative planning with responders</li> <li><input type="checkbox"/> Revised emergency procedures</li> <li><input type="checkbox"/> Improved communication</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|--|--|

### Additional Comments

speaker (rear, west) couldn't be heard for "all clear", per Mr. Josh. Mr. Muhs sent out SMS "all clear".