

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 5-15-18 Time drill was held: 2:30 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>5</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>2</u>
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>3</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

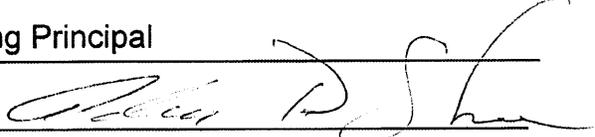
Exact time required to evacuate/shelter/secure: One minute eighteen seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 4-9-18 Time drill was held: 1:00 (pm/am)

Type of Drill

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Fire Drill (5 required) |
| <input type="checkbox"/> | Tornado Drill (2 required) |
| <input type="checkbox"/> | Lock Down/Shelter in Place Drill
(3 required) |

Number of Drills Completed To Date

- | | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Fire Drills: <u>4</u> |
| <input checked="" type="checkbox"/> | Tornado Drills: <u>2</u> |
| <input checked="" type="checkbox"/> | Lockdown: <u>3</u> |

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

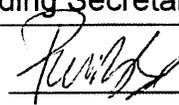
Exact time required to evacuate/shelter/secure: One minute two seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Pam Barton

Title of School Official conducting drill: Building Secretary

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 3-7-18 Time drill was held: 8:36 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>3</u>
<input checked="" type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>2</u>
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>3</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

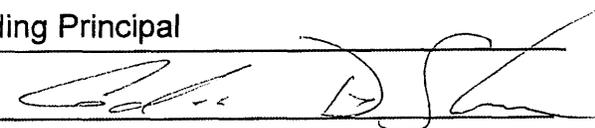
Exact time required to evacuate/shelter/secure: One minute, twenty seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 2-23-18 Time drill was held: 1:05 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>3</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>1</u>
<input checked="" type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>3</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 38 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Elementary

Date of Drill: 12-1-17 Time drill was held: 1:29 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>3</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>1</u>
<input checked="" type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>2</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

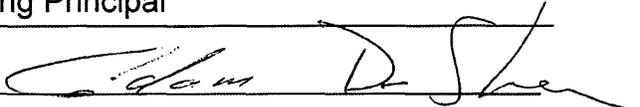
Exact time required to evacuate/shelter/secure: 38 Seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson

Date of Drill: 11-10-17 Time drill was held: 2:17 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>3</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>1</u>
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>1</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: One minute 28 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: *Adam DeShano*

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 10-25-17 Time drill was held: 2:50 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>2</u>
<input checked="" type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Tornado Drills: <u>1</u>
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>1</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

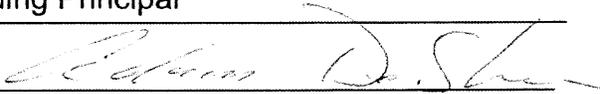
Exact time required to evacuate/shelter/secure: one minute twenty three seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Upper Elementary School

Date of Drill: 10-12-17 Time drill was held: 2:34 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>2</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Tornado Drills: _____
<input checked="" type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input checked="" type="checkbox"/> Lockdown: <u>1</u>

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 22 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 9-27-17 Time drill was held: 12:00 (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>2</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Tornado Drills: _____
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input type="checkbox"/> Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: Transition time between lunch and recess

Exact time required to evacuate/shelter/secure: One minute, 36 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: *Adam DeShano*

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Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 8-31-17 Time drill was held: 2:38 PM (pm/am)

<u>Type of Drill</u>	<u>Number of Drills Completed To Date</u>
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Fire Drills: <u>1</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Tornado Drills: _____
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input type="checkbox"/> Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): Yes No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 minute 52 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

Please note any corrective measures or lessons learned: _____
New evacuation plan worked well.

Name of School Official conducting drill: Adam DeShano
Title of School Official conducting drill: Building Principal
Signature of School Official conducting drill: 