

2017 – 2018 School Emergency Drills Documentation Form

Name of Reporting School: Vera Wilsie Elementary School

Date of Drill: May 16, 2018 Time drill was held: 9:15 am (pm/am)

Type of Drill	Number of Drills Completed To Date
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input type="checkbox"/> Fire Drills: <u>5</u>
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Tornado Drills: <u>2</u>
<input type="checkbox"/> Lock Down/Shelter in Place Drill (3 required)	<input 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: 1min 28 seconds

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

NA

Please note any corrective measures or lessons learned: _____

NA

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: Vera Wilsie Elementary

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: 4/13/18

Time drill was held: 2:42

(pm/am)

Type of Drill

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Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

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Fire Drills: 4
Tornado Drills: 2
Lockdown: 3

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

If Yes, when: Passing time/Specials

Exact time required to evacuate/shelter/secure: 1 minute 32 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: Candy Wells

Title of School Official conducting drill: Vera Wilsie Elementary

Signature of School Official conducting drill:

Candy Wells

2017 – 2018

School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: March 6, 2018 Time drill was held: 9:10 am (pm/am)

Type of Drill

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Fire Drills: _____
Tornado Drills: _____
Lockdown: ³ _____

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: 1minute 37seconds

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

Officer Lloyd Walerczyk, Newaygo Police Department

Trooper Goodrich, Michigan State Police

Please note any corrective measures or lessons learned: _____

Music room door was unlocked.

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: VW Principal

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: Friday, March 2, 2018 Time drill was held: 9:10am (pm/am)

Type of Drill

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Fire Drills: _____
Tornado Drills: 2
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: 1minute 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: Candy Wells

Title of School Official conducting drill: VW Principal

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilise Elementary

Date of Drill: 12/1/17 Time drill was held: 8:45am (pm/am)

Type of Drill

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Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

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Fire Drills: 3
Tornado Drills: 1
Lockdown: 2

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 8 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: Candy Wells

Title of School Official conducting drill: Vera Wilsie Principal

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: 11/16/17 Time drill was held: 9:55am (pm/am)

Type of Drill

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Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

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Fire Drills: 3
Tornado Drills: 1
Lockdown: 1

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: 1minute 46 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: Candy Wells

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: October 25, 2017 Time drill was held: 9:57 am (pm/am)

Type of Drill	Number of Drills Completed To Date
<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: 1 minute 54 seconds

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

na

Please note any corrective measures or lessons learned: _____

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: Vera Wilsie Principal

Signature of School Official conducting drill: Candy Wells

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School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: 10-12-17 Time drill was held: 10:45 am (pm/am)

Type of Drill	Number of Drills Completed To Date
<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: 58 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: _____

One classroom needed PA system fixed to better hear all call. One classroom had second door unlocked. Both issues have been corrected.

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: VW Principal

Signature of School Official conducting drill: Candy Wells

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: 9/27/17 Time drill was held: 9:55 am (pm/am)

Type of Drill

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drill (5 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill
(3 required)

Number of Drills Completed To Date

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fire Drills: 2
Tornado Drills: _____
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 minutes 17 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: _____

Reminded teachers that classroom doors need to be completely closed.

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: VW Principal

Signature of School Official conducting drill: Candy Wells

2017 – 2018

School Emergency Drills

Documentation Form

Name of Reporting School: Vera Wilsie Elementary

Date of Drill: September 8, 2017 Time drill was held: 9:00am (pm/am)

Type of Drill	Number of Drills Completed To Date
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input 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: 1minute 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: _____

Reminded food service staff to close gym doors before exiting the building.

Name of School Official conducting drill: Candy Wells

Title of School Official conducting drill: VW Principal

Signature of School Official conducting drill: Candy Wells