

Diocese of Marquette  
Catholic Schools

EMERGENCY DRILL RECORD SHEET

St. John Paul II Catholic Academy School Year 2016-17

FIRE DRILLS:

Date of Drill	Time of Drill	Min/Sec to Evacuate	# of Students/Adults Evacuated
09/30/2016	9:26 am	2:20	114/15
10/14/2016	10:50 am	2:30	125/18
10/28/2016	2:15 pm	2:15	102/17
02/13/2017	1:26 pm	1:20	103/18
05/26/2017	9:23 am	:30	105/16

TORNADO DRILLS:

Date of Drill	Time of Drill	Min/Sec to Evacuate	# of Students/Adults Evacuated
11/9/2016	1:05 pm	1 min 20 sec	109/16
03/07/2016	9:58 am	3 min (outside recess)	93/17

LOCKDOWN:

Date of Drill	Time of Drill	Min/Sec to Evacuate	# of Students/Adults Evacuated
10/25/2016	8:31 am	46 sec	113/23 Code Red Lockdown
01/26/2017	10:45 am	30 sec	97 total Code Yellow Shelter in Place
05/17/2017	10:07 am	30 sec	123 total Code Red Lockdown

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**
- Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: 9/30/2016 Time drill was held: 9:26am <sup>(am/pm)</sup>

Exact time required to evacuate/shelter/secure: 2 min 20 sec

Total Participants: 129

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

This report is for emergency drill # 1065 for school year 2016-17

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

- Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**
- Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: 10/14/2016 Time drill was held: 10:50am (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 30 sec

Total Participants: 143

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

This report is for emergency drill # 20FS for school year 2016-17.

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

- Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**
- Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: 10/28/2016 Time drill was held: 1:32 pm (am/pm)

Exact time required to evacuate/shelter/secure: 2min 15sec

Total Participants: 119

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

This report is for emergency drill # 3 of 5 for school year 2016-17

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**  
Code Yellow-Shelter in Place Drill  
(3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: S+ John Paul II Catholic Academy

Date of Drill: 2/13/2017 Time drill was held: 1:20 pm (am/pm)

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

Total Participants: 121

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

This report is for emergency drill # 4 of 5 for school year 2016-17.

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

- Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

## Type of Drill

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

## Time of Drill

- Standard  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: St John Paul II Catholic Academy

Date of Drill: 11/09/2016 Time drill was held: 1:08 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 20 seconds

Total Participants: 125

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

This report is for emergency drill # 1 for school year 2016/2017


Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Richard L. Sexton EM 

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

## Time of Drill

- Standard  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: St John Paul II Academy

Date of Drill: 3-07-2017 Time drill was held: 9:59 (pm/am)

Exact time required to evacuate/shelter/secure: 3 Minutes


Total Participants: 110

Remarks: Went very well. Outside students and staff responded appropriately as well as inside personnel.

This report is for emergency drill # 2 <sup>Tornado</sup> for school year 2016-2017

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Richard L. Sexton EMC

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 (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down or Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: ST. JOHN PAUL II CATHOLIC ACADEMY

Date of Drill: 10-26-16 Time drill was held: 8:31 (~~am~~pm)

Exact time required to evacuate/shelter/secure: 46 SECONDS

Total Participants: 136

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

This report is for emergency drill # 1 of 3 for school year 2016/2017.

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: Brian Helfert BRIAN HELFERT  
Title: SCHOOL RESOURCE OFFICER / JUVENILE CRIME INVESTIGATOR

**OR**

Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_



# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**  
 Code Yellow-Shelter in Place Drill  
(3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: ST. JOHN PAUL II CATHOLIC ACADEMY

Date of Drill: 01-26-17 Time drill was held: 10:45 (am/pm )

Exact time required to evacuate/shelter/secure: 30 SECONDS

Total Participants: 97

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

This report is for emergency drill # 2 of 3 for school year 2016/2017.

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: MOM

Drill was Coordinated With:

- Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: Brian Helfert BRIAN HELFERT  
Title: SCHOOL RESOURCE OFFICER / JUVENILE CRIME INVESTIGATOR

**OR**

- Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**
- Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: April 24, 2017 Time drill was held: 10:48 (am/pm)

Exact time required to evacuate/shelter/secure: 60sec 90total

Total Participants: 123

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

This report is for emergency drill # 5 for school year 2016-17.

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down or  
Code Yellow-Shelter in Place Drill  
(3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: 5/17/17 Time drill was held: 10:07 (am/pm)

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 123

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

This report is for emergency drill # 3 of 3 for school year 2016-17

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

### Drill was Coordinated With:

Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: Brian Helfert BRIAN HELFERT  
Title: SCHOOL RESOURCE OFFICER / JUVENILE CRIME INVESTIGATOR

**OR**

Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down **or**
- Code Yellow-Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. John Paul II Catholic Academy

Date of Drill: 5/26/17 Time drill was held: 9:43 (am/pm)

Exact time required to evacuate/shelter/secure: 30seconds

Total Participants: 121

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

This report is for emergency drill # 505 for school year 2016-17

Name of person conducting drill: Michael Muhs

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill was Coordinated With:

- Emergency Management Coordinator  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Signature & printed name: \_\_\_\_\_  
Title: \_\_\_\_\_