

Niles Community Schools



SCHOOL EMERGENCY DRILLS Documentation Form Grades Kindergarten to 12

Type of Drill	Time of Drill
<input checked="" type="checkbox"/> Fire Drill (5 required)	<input type="checkbox"/> Standard <input type="checkbox"/> Class Change
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Recess <input checked="" type="checkbox"/> Lunch
<input type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event

Name of reporting school: Northside Child Dev.

Date of drill: 3/13/19 Time drill was held: 11:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2:0

Total participants: 240

Remarks: _____

This report is for emergency drill # 41 for school year 2019-2020

Name and title of person conducting drill: Jennifer Shabazz, Principal

Signature of person conducting drill: Jef Shabazz

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Tracy Hertsel, Director Student Services

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

OR

Fire (fire chief or designee)
Name and Title: _____

Note: Please scan and email this form to linda.spletzer@nilesschools.org and enter above information on NCS emergency drill schedule Google doc.

12/19/17

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<input type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event	

Name of reporting school: Northside

Date of drill: 9/28/18 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 58 sec

Total participants: 246

Remarks: _____

This report is for emergency drill # 2 for school year 2018/2019

Name and title of person conducting drill: Jennifer Shabazz/principal

Signature of person conducting drill: Jennifer Shabazz

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Tracey Hertzell/Student Services

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

OR

Fire (fire chief or designee)
Name and Title: _____

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<input type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event

Name of reporting school: Northside

Date of drill: 9/19/18 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2min 52sec

Total participants: 174

Remarks: _____

This report is for emergency drill # 1 for school year 2018-19

Name and title of person conducting drill: Jennifer Shabazz / Principal

Signature of person conducting drill: Jennifer Shabazz

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Tracey Hertzell

AND
 Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

OR
 Fire (fire chief or designee)
Name and Title: _____

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<input checked="" type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event

Name of reporting school: Northside Child Development Center

Date of drill: 4/19/19 Time drill was held: 11:10 (am/pm)

Exact time required to evacuate/shelter/secure: 2^{min} 45 sec.

Total participants: 142

Remarks: _____

This report is for emergency drill # 3 for school year 2018/2019

Name and title of person conducting drill: Jennifer Shabazz / principal

Signature of person conducting drill: Jennifer Shabazz

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Tracy Hartzel, Director Student Services

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

OR

Fire (fire chief or designee)
Name and Title: _____

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<input type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event	

Name of reporting school: Northside Child Development Center

Date of drill: 3/27/19 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2:36

Total participants: 260

Remarks: _____

This report is for emergency drill # 2 for school year 2018/2019

Name and title of person conducting drill: Jennifer Shabazz, Principal

Signature of person conducting drill: Jennifer Shabazz

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Tracy Hertsel, Director Student Services

AND
 Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

OR
 Fire (fire chief or designee)
Name and Title: _____

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