

# Niles Community Schools



## SCHOOL EMERGENCY DRILLS Documentation Form Grades Kindergarten to 12

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

Name of reporting school: Niles High School

Date of drill: 3/29/19 Time drill was held: 8:00 AM (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 34 sec

Total participants: 871

Remarks: All went well

This report is for emergency drill # 9 for school year 2018-19

Name and title of person conducting drill: Michael Vota - Asst. Director

Signature of person conducting drill: Michael Vota

Drill was coordinated with:

- Emergency Management Coordinator

Name and Title: \_\_\_\_\_

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name and Title: Officer Lick - NPD

OR

- Fire (fire chief or designee)

Name and Title: \_\_\_\_\_

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

12/19/17

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

Name of reporting school: Niles High School

Date of drill: 4/26/19 Time drill was held: 10:00 AM (am/pm)

Exact time required to evacuate/shelter/secure: 2:51:30

Total participants: 869

Remarks: For Neglected to put in "test" mode. Fire Responded. Good Conversation about Procedure.

This report is for emergency drill # 10 for school year 2018-19

Name and title of person conducting drill: Michael Vota

Signature of person conducting drill: Michael Vota

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

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: Roy Iwanick - Niles Fire Department

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<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Recess <input checked="" type="checkbox"/> Lunch
<input checked="" type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event

Name of reporting school: Niles High School

Date of drill: 12/5/18 Time drill was held: 11:45 AM (am/pm)

Exact time required to evacuate/shelter/secure: 3:38:02

Total participants: 904

Remarks: No PA in teachers Lounge or Athletic office. Guidance office, Rm 68, Auto have doors that do not lock. Rm 31 did not hear in Room

This report is for emergency drill # 6 for school year 2018-19

Name and title of person conducting drill: Michael Vota - Assistant Director

Signature of person conducting drill: Michael Vota

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name and Title: Officer Lick Niles PD

OR

Fire (fire chief or designee)  
Name and Title: \_\_\_\_\_

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

Name of reporting school: Niles High School

Date of drill: 9/21/18 Time drill was held: 9:20 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 49 Sec

Total participants: ~ 920

Remarks: —

This report is for emergency drill # 2 for school year 2018-19

Name and title of person conducting drill: Michael Vorn - Asst. Director New Tech

Signature of person conducting drill: Michael Vorn

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

AND

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

OR

Fire (fire chief or designee)  
Name and Title: \_\_\_\_\_

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## SCHOOL EMERGENCY DRILLS Documentation Form Grades Kindergarten to 12

Bomb Threat

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

Name of reporting school: Niles High School

Date of drill: 10/26/18 Time drill was held: 8:00 AM (am/pm)

Exact time required to evacuate/shelter/secure: 17 min 35 sec for complete building search

Total participants: 921

Remarks: Cleaned up protocol. Discussed scenarios with lockers and locker rooms

This report is for emergency drill # 5 for school year 2018-19

Name and title of person conducting drill: Mike Vota - Assistant Director

Signature of person conducting drill: Mike Vota

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name and Title: Officer Lick - Niles PD

OR

Fire (fire chief or designee)  
Name and Title: \_\_\_\_\_

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<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Recess	<input type="checkbox"/> Lunch
<input type="checkbox"/> Lockdown/Shelter-in-Place Drill (3 required)	<input type="checkbox"/> Other Event	

Name of reporting school: Niles High School

Date of drill: 3/10/19 Time drill was held: 9:00 AM (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 4 sec

Total participants: 885

Remarks: One Strobe in cafe non functioning. Elsner does not have sound. Reported via email to L. Evans.

This report is for emergency drill # 8 for school year 2018-19

Name and title of person conducting drill: Michael Vota - Asst. Director

Signature of person conducting drill: Michael Vota

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

AND

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

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: Niles High School

Date of drill: 10/17/18 Time drill was held: 2:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3:12:30

Total participants: 921

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

This report is for emergency drill # 4 for school year 2018-19

Name and title of person conducting drill: Michael Vota Asst. Director

Signature of person conducting drill: Michael Vota

Drill was coordinated with:

Emergency Management Coordinator  
Name and Title: \_\_\_\_\_

AND

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

OR

Fire (fire chief or designee)  
Name and Title: \_\_\_\_\_

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