

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

Name of reporting school: Howard-Ellis Elementary

Date of drill: 12/12/18 Time drill was held: 3:02 (am/pm)

Exact time required to evacuate/shelter/secure: 15.15

Total participants: 735

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus, Principal

Signature of person conducting drill: *M. Asmus*

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

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 checked="" type="checkbox"/> Other Event <u>Specials</u>

Name of reporting school: Howard-Ellis Elementary

Date of drill: 2/21/19 Time drill was held: 1:32 (am/pm)

Exact time required to evacuate/shelter/secure: 8:28

Total participants: 740

Remarks: _____

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

Name and title of person conducting drill: Melissa Rough

Signature of person conducting drill: Melissa Rough

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: DAVE SMITH

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 checked="" type="checkbox"/> Other Event <u>Related arts</u>

Name of reporting school: Howard - Ellis

Date of drill: 10/15/18 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 9:18:52

Total participants: 738

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus - Principal

Signature of person conducting drill: MAsmus

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: DAVE Smith

AND

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

OR

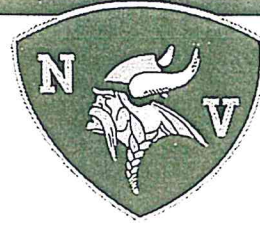
Fire (fire chief or designee)
Name and Title: _____

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Dynamic Learners *Diverse Opportunities* *Driven to Succeed*

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

Name of reporting school: Howard - Ellis

Date of drill: Sept. 10, 2018 Time drill was held: 9:20 (am/pm)

Exact time required to evacuate/shelter/secure: 4:03

Total participants: 733

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus - Principal

Signature of person conducting drill: M. Asmus

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

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 checked="" type="checkbox"/> Other Event <u>Specials</u>

Name of reporting school: Howard - Ellis Elementary

Date of drill: 4/9/18 Time drill was held: 9:31 (am/pm)

Exact time required to evacuate/shelter/secure: 6:49:00

Total participants: 740

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus

Signature of person conducting drill: [Signature]

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

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: _____

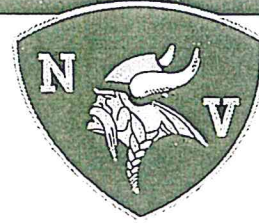
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111 Spruce Street • Niles, Michigan 49120 • Phone (269) 683-0736 • Fax (269) 684-6337

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

Name of reporting school: Howard - Ellis Elementary

Date of drill: 3/28/19 Time drill was held: 10:05 (am/pm)

Exact time required to evacuate/shelter/secure: 8:35:00

Total participants: 748

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus

Signature of person conducting drill: Asmus

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

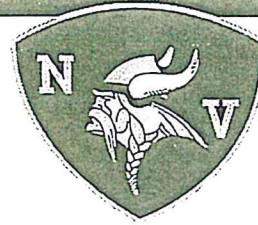
AND
 Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title: _____

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

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

Name of reporting school: Howard- Ellis Elementary

Date of drill: 5/30/19 Time drill was held: 2:30e (am/pm)

Exact time required to evacuate/shelter/secure: 7:04

Total participants: 745

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus

Signature of person conducting drill: M. Asmus

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

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 checked="" type="checkbox"/> Other Event <u>Specials</u>

Name of reporting school: Howard - Ellis Elementary

Date of drill: 3/20/19 Time drill was held: 10:05 (am/pm)

Exact time required to evacuate/shelter/secure: 7:36:48

Total participants: 746

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus

Signature of person conducting drill: M. Asmus

Drill was coordinated with:

Emergency Management Coordinator
Name and Title: Dave Smith

AND

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

OR

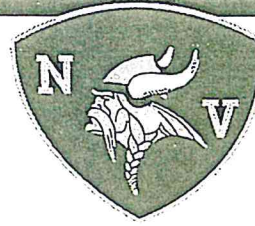
Fire (fire chief or designee)
Name and Title: _____

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

Name of reporting school: Howard - Ellis Elementary

Date of drill: 5/21/19 Time drill was held: 3:22 (am/pm)

Exact time required to evacuate/shelter/secure: 5:02:36

Total participants: 745

Remarks: _____

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

Name and title of person conducting drill: Michelle Asmus

Signature of person conducting drill: MAsmus

Drill was coordinated with:
 Emergency Management Coordinator
Name and Title: Dave Smith

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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