

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) <u>2 of 5</u> <u>Q</u>	<input 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: Cedar Lane

Date of drill: 10-9-18 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 60 seconds

Total participants: 64

Remarks: Very Good Drill

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

Name and title of person conducting drill: Jim Merriman Security, John Fawcett, Principal

Signature of person conducting drill: [Signature]

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: _____

SELF Test

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 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: Cedar Lane, 1 Tyler St. Niles

Date of drill: 9-25-18 Time drill was held: 10:00 A.M. (am/pm)

Exact time required to evacuate/shelter/secure: 60 seconds

Total participants: 60 students & staff

Remarks: A little slow & talkative but addressed

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

Name and title of person conducting drill: Jim Merriman / Security

Signature of person conducting drill: _____

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: _____

SELF
TEST
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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 Cedar Lane

Date of drill: 9-18-18 Time drill was held: 8:15 (am/pm)

Exact time required to evacuate/shelter/secure: 60 seconds

Total participants: 59

Remarks: Very good drill orderly & quick

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

Name and title of person conducting drill: Jim Messman / John Foreth

Signature of person conducting drill: _____

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: _____

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