

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☒ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(2 required)

### Type of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: ST. MONICA CATHOLIC

Date of Drill: 9/30/21 Time drill was held: 8:51 (am/pm)

Exact time required to evacuate/shelter/secure: 3:59

Total Participants: 184 9113

Remarks: need classes to clear the building  
quicker with purpose.

This report is for emergency drill # 2 for school year 2021-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☐ Emergency Management Coordinator

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

AND

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

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

OR

☒ Fire (fire chief or designee)

Name and Title Fire Marshal

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☒ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: ST. MONICA CATHOLIC SCHOOL

Date of Drill: 10/13/21 Time drill was held: 1:59 (am/pm) pm

Exact time required to evacuate/shelter/secure: 3:10

Total Participants: 182 STUDENTS 20 STAFF = 202 TOTAL

Remarks: A couple straggling classes, otherwise  
it was a well executed drill.

This report is for emergency drill # 1 for school year 2021-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☒ Emergency Management Coordinator

Name and Title Jordan Beery (Principal)

AND

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

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

OR

☐ Fire (fire chief or designee)

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

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☒ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: ST. MONICA CATHOLIC SCHOOL

Date of Drill: 10/29/21 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 3:43

Total Participants: 206

Remarks: MOST CLASSES OUT AND ASSEMBLED WITHIN  
3 MINUTES.

This report is for emergency drill # 2 for school year 2021-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☐ Emergency Management Coordinator

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

AND

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

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

OR

☒ Fire (fire chief or designee)

Name and Title Nicole - dispatch

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☐ Class Change  
☐ Recess  
☒ Other Events

BEGINNING  
OF SCHOOL

Name of Reporting School: ST. MONICA SCHOOL

Date of Drill: 11/4/21 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2:11

Total Participants: 201 STUDENTS 30 STAFF

Remarks: WELL DONE BY ALL CLASSROOMS.

This report is for emergency drill # 1 for school year 2021-22

Name of person conducting drill: Jordan Berry

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☒ Emergency Management Coordinator

Name and Title Jordan Berry Principal

AND

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

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

OR

☐ Fire (fire chief or designee)

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

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## Type of Drill

- ☐ Standard  
☐ Class Change  
☒ Recess  
☒ Other Events LUNCH

Name of Reporting School: ST. MONICA CATHOLIC SCHOOL

Date of Drill: 11/17/21 Time drill was held: 11:15 (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 186

Remarks: SMOOTH CAFETERIA TRANSITION.  
PRETTY GOOD OVERALL.

This report is for emergency drill # 3 for school year 2021-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☐ Emergency Management Coordinator

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

AND

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

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

OR

☒ Fire (fire chief or designee)

Name and Title FIRE MARSHAL DISPATCH - JEFF

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### Type of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☒ Other Events *Specials*

Name of Reporting School: St. Monica School

Date of Drill: 1/12/22 Time drill was held: 1:45 (am/pm)

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

Total Participants: 198

Remarks: done quickly and quietly.

This report is for emergency drill # 2 for school year 21-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☒ Emergency Management Coordinator

Name and Title

AND

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

Name and Title

OR

☐ Fire (fire chief or designee)

Name and Title

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☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Monica School

Date of Drill: 3/10/22 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2:48

Total Participants: 213

Remarks: very efficient

This report is for emergency drill # 2 for school year 21-22

Name of person conducting drill: Jordon Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☒ Emergency Management Coordinator

Name and Title Jordon Beery (Principal)

AND

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

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

OR

☐ Fire (fire chief or designee)

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

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☐ Class Change  
☒ Recess  
☒ Other Events

*Lunch*

Name of Reporting School: St. Monica Catholic School

Date of Drill: 4/11/22 Time drill was held: 12:36 (am/pm)

Exact time required to evacuate/shelter/secure: 7:52

Total Participants: 199

Remarks: 2 couple rooms need to move quicker

This report is for emergency drill # 4 for school year 21-22

Name of person conducting drill: Jordan Beery

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

☐ Emergency Management Coordinator

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

AND

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

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

OR

☒ Fire (fire chief or designee)

Name and Title Fire Marshal - Marie