

# St. Francis School Emergency Drills

## Documentation Form

### Type of Drill

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

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 8/23/24 Time drill was held: 12:50 (am/pm)

Exact time required to evacuate/shelter/secure: 3:45

Total Participants: 459

Remarks: first drill of day ~ new staff

This report is for emergency drill # 1 for school year 24-25.

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: Julie Pritzel

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 8/27/24 Time drill was held: 1:10 (am/pm) (pm)

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

Total Participants: 448

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

This report is for emergency drill # 2 for school year 24-25.

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: principal

Signature of person conducting drill: Julie Pritzel

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

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

Name of Reporting School: ST. FRANCIS, ANN ARBOR

Date of Drill: 8/29/24 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: >5 MIN.

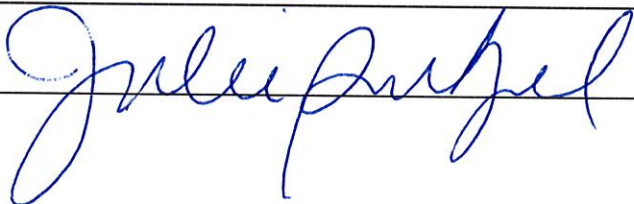
Total Participants: 501

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

This report is for emergency drill # 3 for school year 2024.

Name of person conducting drill: JULIE PRITZER

Title of Person conducting drill: PRINCIPAL

Signature of person conducting drill: 

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

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OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 10/2/24 Time drill was held: 10:05 (am/pm)

Exact time required to evacuate/shelter/secure: 3:15

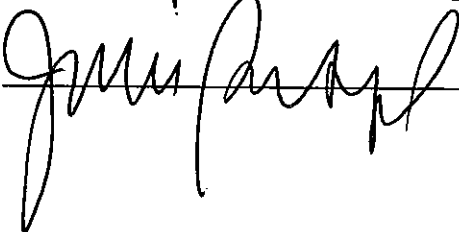
Total Participants: 458

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

This report is for emergency drill # 4 for school year 24-25.

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: 

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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- ☒ Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

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

Name of Reporting School: ST. FRANCIS OF ASSISI, A2

Date of Drill: 10/16/24 Time drill was held: 2:50 (am/pm)

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

Total Participants: 439

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

This report is for emergency drill # 05 for school year 24/25.

Name of person conducting drill: JULIE PRITZEL

Title of Person conducting drill: PRINCIPAL

Signature of person conducting drill: 

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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(2 required)

- Time of Drill
- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 11/05/24 Time drill was held: 10:35 (am/pm)

Exact time required to evacuate/shelter/secure: 2:46

Total Participants: 459

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

This report is for emergency drill # 6 for school year 24-25.

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: Julie Pritzel

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_



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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 3/6/2025 Time drill was held: 12:16 (am/pm)

Exact time required to evacuate/shelter/secure: 2.46.71

Total Participants: 498

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

This report is for emergency drill # 7 for school year 2024-25

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: Julie Pritzel

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

AND

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

Name & Title \_\_\_\_\_

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

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(2 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 3/19/25 Time drill was held: 1:00 (am/pm)

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

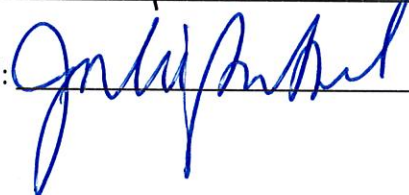
Total Participants: 432

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

This report is for emergency drill # 8 for school year 24-25.

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: 

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_  
AND

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

Name & Title \_\_\_\_\_  
OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_



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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: St. Francis of Assisi

Date of Drill: 4/7/25 Time drill was held: 2:15 (am/pm) pm

Exact time required to evacuate/shelter/secure: 2:44

Total Participants: 310

Remarks: 3rd grade was at field trip, only  
1 Preschool Class.

This report is for emergency drill # 89 for school year 24-25.

Name of person conducting drill: Principal

Title of Person conducting drill: Julie Pritzel

Signature of person conducting drill: Julie Pritzel

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_  
AND

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

Name & Title \_\_\_\_\_  
OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_