

**OPSD School Emergency Drills**  
Documentation Form for the 2016-2017 School Year

This form must be completed for each drill. Upon completion of each drill, please email Jim Nye your signed drill report. Jim will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

**Type of Drill**

- Fire Drill (5 required)  
3 must take place by December 1, 2016  
There must be a "reasonable" interval between each drill
- Tornado Drill (2 required)  
At least 1 must take place in March 2017
- Lock Down/Shelter in Place Drill (3 required)  
(Drills in which the occupants are restricted to the interior of the building)  
At least 1 taking place by December 1, 2016  
At least 1 taking place after January 1, 2017

**Time of Drill**

- Standard  
 Class Change  
 Recess  
 Other Events

Please explain: SCHOOL DRILL

Name of Reporting School: EINSTEIN ELEMENTARY SCHOOL

Date of Drill: 10/11/12 Time drill was held: 10:00 AM (am/pm)

Exact time required to evacuate/shelter/secure: 10:05 AM

This report is for emergency drill # 1 of 2 Total Participants: 628

Remarks: THIS IS THE 13<sup>TH</sup> SCHEDULED TORNADO DRILL

[Signature]  
Signature of the school principal/designee acknowledging the completion of the drill

TAWANA LANGFORD  
Printed name of the individual in charge of conducting the drill, if it is not the school principal

## School Drills

<a href="#">Detail</a>	<a href="#">Contacts</a>	<a href="#">Training</a>	<a href="#">Compliance</a>	<a href="#">Immunizations</a>
<a href="#">Documents</a>	<a href="#">School Drills</a>			

Site: Einstein Elementary  
Address: 14001 Northend  
Oak Park, 48237

Type: Public  
District: Oak Park

### School Year

School Year

### FIRE DRILL

5 Drills required.

3 Fire drills must be completed before 12/1

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	4/27/2017 2:15 PM		Langford, Tawana	8/16/2016 10:32 AM		
<a href="#">Edit</a>	4/19/2017 8:50 AM		Langford, Tawana	8/16/2016 10:31 AM		
<a href="#">Edit</a>	9/29/2016 1:45 PM	10/5/2016 8:55 AM	Langford, Tawana	8/16/2016 10:30 AM	Langford, Tawana	10/5/2016 9:35 AM
<a href="#">Edit</a>	9/14/2016 9:45 AM	9/14/2016 9:45 AM	Langford, Tawana	8/16/2016 10:29 AM	Langford, Tawana	9/14/2016 10:19 AM
<a href="#">Edit</a>	9/9/2016 10:15 AM	9/9/2016 10:25 AM	Langford, Tawana	8/16/2016 10:28 AM	Langford, Tawana	9/9/2016 4:36 PM

### TORNADO DRILL

2 Drills required.

1 Tornado drill must be completed during the month of March

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	3/22/2017 2:15 PM		Langford, Tawana	8/16/2016 10:39 AM		
<a href="#">Edit</a>	10/11/2016 10:10 AM	10/11/2016 10:10 AM	Langford, Tawana	8/16/2016 10:38 AM	Langford, Tawana	10/12/2016 8:35 AM

### SHELTER DRILL (Active Shooter / Occupant restricted to building)

3 Drills required.

1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	5/17/2017 9:45 AM		Langford, Tawana	8/16/2016 10:42 AM		
<a href="#">Edit</a>	1/10/2017 2:15 PM		Langford, Tawana	8/16/2016 10:41 AM		
<a href="#">Edit</a>	9/26/2016 10:10 AM	10/3/2016 1:45 PM	Langford, Tawana	8/16/2016 10:40 AM	Langford, Tawana	10/3/2016 4:21 PM

### Show Status History

### Add Additional Drill

\* Drill Type

Scheduled Date and Time