



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>9/21/23</i>	
District: <i>Philadelphia</i>	# Students: <i>875</i>	# Staff: <i>110</i>
Person Completing Form and Title: <i>Julia Viola</i>	# Visitors: <i>2</i>	TOTAL PARTICIPANTS <i>987</i>

Time Drill Began: <i>9:15 am</i>	Time Drill Concluded: <i>9:18 am</i>	Time to Evacuate: <i>3 min 38 s</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SiP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail Ambient Temperature <i>61°</i> F

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used?	Incident Commander:	Operations Chief:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Danota Palamara</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff and students in case of emergency.



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input checked="" type="checkbox"/> Doors left open<input checked="" type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☒ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☒ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Julia Viola
Printed Name

Vice Principal
Title

Julia Viola
Signature

9/21/23
Date



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>10/10/23</i>
District: <i>Philadelphia</i>	# Students: <i>882</i> # Staff: <i>108</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i> TOTAL PARTICIPANTS <i>990</i>

Time Drill Began: <i>8:15 am</i>	Time Drill Concluded: <i>8:18 am</i>	Time to Evacuate: <i>3 min. 28 sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SiP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail Ambient Temperature <i>56°</i> F

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used?	Incident Commander:	Operations Chief:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Danella Palamara</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff and students in case of emergency.



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

<ul style="list-style-type: none"><input checked="" type="checkbox"/> Additional staff training<input checked="" type="checkbox"/> Additional student training<input type="checkbox"/> Address need for additional equipment<input type="checkbox"/> Improved emergency supplies<input type="checkbox"/> Cooperative planning with responders<input checked="" type="checkbox"/> Revised emergency procedures<input type="checkbox"/> Additional Drills or Exercising Needed	<input type="checkbox"/> OTHER (list) _____
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Form Completed by

Printed Name

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

10/10/23



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>11/6/23</i>	
District: <i>Philadelphia</i>	# Students: <i>831</i>	# Staff: <i>110</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>941</i>

Time Drill Began: <i>2:15 PM</i>	Time Drill Concluded: <i>2:18 PM</i>	Time to Evacuate: <i>3min 47sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SIP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input checked="" type="checkbox"/> Raining <i>Drizzle</i> <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hall Ambient Temperature <i>52°</i> F

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Commander: <i>Daneka Palamara</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff + students in case of emergency.



Emergency Drill Reporting Form

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Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input checked="" type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____
Extenuating Circumstances / Identified Factors / Special Conditions Simulated:	

Mitigation / Plans for Improvement: (check all that apply and explain below)	
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Additional staff training<input checked="" type="checkbox"/> Additional student training<input type="checkbox"/> Address need for additional equipment<input type="checkbox"/> Improved emergency supplies<input type="checkbox"/> Cooperative planning with responders<input checked="" type="checkbox"/> Revised emergency procedures<input type="checkbox"/> Additional Drills or Exercising Needed	<input type="checkbox"/> OTHER (list): _____

Form Completed by Julia Viola Vice Principal Julia Viola 11/16/23

Printed Name Title Signature Date



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>12/4/23</i>	
District: <i>Philadelphia</i>	# Students: <i>824</i>	# Staff: <i>105</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>929</i>

Time Drill Began: <i>10:00 AM</i>	Time Drill Concluded: <i>10:03 AM</i>	Time to Evacuate: <i>3min 10sec</i> (fire/evacuation drills only)
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Type of Drill: <input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-In-Place (SIP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	Type of School: <input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	Weather Conditions: <input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input checked="" type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hall Ambient Temperature <i>51°</i> F
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Participants: (check all that apply) <input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	Notification / Alert Method: <input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	Situation at Start of Drill: <input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:
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Incident Command System Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Commander: <i>Danuela Palamara</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for students + staff



Emergency Drill Reporting Form

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Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input checked="" type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☒ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☒ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

12/4/23



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>1/16/2024</i>	
District: <i>Philadelphia</i>	# Students: <i>879</i>	# Staff: <i>111</i>
Person Completing Form and Title: <i>Julia Viola</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>990</i>

Time Drill Began: <i>2:10 PM</i>	Time Drill Concluded: <i>2:13 PM</i>	Time to Evacuate: <i>3min, 2 sec</i> (fire/evacuation drills only)
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Type of Drill: <input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SIP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	Type of School: <input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	Weather Conditions: <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input checked="" type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hall Ambient Temperature _____ F
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Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Commander: <i>Daneta Palamara</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff + students



Emergency Drill Reporting Form

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Problems Encountered: (Check all that apply)

- ☐ Congestion in hallways
- ☐ Alarm not heard
- ☐ Students unsure of what to do / proper
- ☐ Staff unsure of responsibilities / response
- ☐ Weather-related problems
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☐ Lights left on
- ☐ Students not accounted for / attendance
- ☐ Difficulties with evacuation of disabled students or staff
- ☐ Unable to access school mapping system
- ☐ Students unaccounted for (note # below)

Attach Separate Sheet Documenting Specific Issues

- ☒ Radio communication problems
- ☐ Network / computer problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (lockdown drill)
- ☐ Long time to evacuate building
- ☐ Students not serious about drill
- ☐ Frightened students (lockdown drill)
- ☐ Improper or unavailable supplies (SIP)
- ☐ Confusion
- ☐ Doors or Exits blocked
- ☐ Transportation
- ☐ Interagency miscommunications
- ☐ Incident command problems
- ☐ Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☒ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☒ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

1/16/24



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts Charter School</i>	Date: <i>2/26/24</i>	
District: <i>Philadelphia</i>	# Students: <i>861</i>	# Staff: <i>105</i>
Person Completing Form and Title: <i>Julia Viola</i>	# Visitors: <i>2</i>	TOTAL PARTICIPANTS <i>968</i>

Time Drill Began: <i>10:43am</i>	Time Drill Concluded: <i>10:46am</i>	Time to Evacuate: <i>3 min 15 sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SiP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail Ambient Temperature _____ F

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used?	Incident Commander:	Operations Chief:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Isabella LaParola</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff + students in case of emergency.



Emergency Drill Reporting Form

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Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☒ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☒ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

2/26/24



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>3/18/24</i>	
District: <i>Philadelphia</i>	# Students: <i>830</i>	# Staff: <i>110</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>940</i>

Time Drill Began: <i>12:20 PM</i>	Time Drill Concluded: <i>12:22:15</i>	Time to Evacuate: <i>2 min 15 sec</i> (fire/evacuation drills only)
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Type of Drill: <input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SIP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	Type of School: <input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	Weather Conditions: <input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input checked="" type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail Ambient Temperature _____ F
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Participants: (check all that apply) <input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	Notification / Alert Method: <input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	Situation at Start of Drill: <input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input checked="" type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:
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Incident Command System Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Commander: <i>Daniela Palmara</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for students and staff



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)

Attach Separate Sheet Documenting Specific Issues

- ☐ Congestion in hallways
- ☐ Alarm not heard
- ☐ Students unsure of what to do / proper
- ☐ Staff unsure of responsibilities / response
- ☐ Weather-related problems
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☒ Doors left open
- ☐ Lights left on
- ☐ Students not accounted for / attendance
- ☐ Difficulties with evacuation of disabled students or staff
- ☐ Unable to access school mapping system
- ☐ Students unaccounted for (note # below)

- ☐ Radio communication problems
- ☐ Network / computer problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (lockdown drill)
- ☐ Long time to evacuate building
- ☐ Students not serious about drill
- ☐ Frightened students (lockdown drill)
- ☐ Improper or unavailable supplies (SIP)
- ☐ Confusion
- ☐ Doors or Exits blocked
- ☐ Transportation
- ☐ Interagency miscommunications
- ☐ Incident command problems
- ☐ Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Title

Signature

Date

Julia Viola Vice Principal

Julia Viola

3/18/24



Emergency Drill Reporting Form

School: <u>Philadelphia Performing Arts West</u>	Date: <u>4/15/24</u>	
District: <u>Philadelphia</u>	# Students: <u>884</u>	# Staff: <u>11.5</u>
Person Completing Form and Title: <u>Julia Viola, Vice Principal</u>	# Visitors: <u>2</u>	TOTAL PARTICIPANTS <u>1,001</u>

Time Drill Began: <u>11:40am</u>	Time Drill Concluded: <u>11:42:35</u>	Time to Evacuate: <u>2 min 35 sec</u> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SIP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hall Ambient Temperature _____ F

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	<input type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input checked="" type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:

Incident Command System Used?	Incident Commander:	Operations Chief:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Daniela Palamara</u>	<u>Julia Viola</u>

LIST THE OBJECTIVES for the DRILL BELOW

Readiness for students + staff



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)

- ☐ Congestion in hallways
- ☐ Alarm not heard
- ☐ Students unsure of what to do / proper
- ☐ Staff unsure of responsibilities / response
- ☐ Weather-related problems
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☒ Lights left on
- ☐ Students not accounted for / attendance
- ☐ Difficulties with evacuation of disabled students or staff
- ☐ Unable to access school mapping system
- ☐ Students unaccounted for (note # below)

Attach Separate Sheet Documenting Specific Issues

- ☐ Radio communication problems
- ☐ Network / computer problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (lockdown drill)
- ☐ Long time to evacuate building
- ☐ Students not serious about drill
- ☐ Frightened students (lockdown drill)
- ☐ Improper or unavailable supplies (SIP)
- ☐ Confusion
- ☐ Doors or Exits blocked
- ☐ Transportation
- ☐ Interagency miscommunications
- ☐ Incident command problems
- ☐ Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☒ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Title

Signature

Date

Julia Viola Vice Principal

Julia Viola

4/15/24



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>5/7/24</i>	
District: <i>Philadelphia</i>	# Students: <i>858</i>	# Staff: <i>97</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>947</i>

Time Drill Began: <i>8:45 am</i>	Time Drill Concluded: <i>8:47:27</i>	Time to Evacuate: <i>2 min 27 sec</i> (fire/evacuation drills only)
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Type of Drill: <input checked="" type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place (SiP) <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	Type of School: <input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	Weather Conditions: <input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hall Ambient Temperature _____ F
Participants: (check all that apply) <input checked="" type="checkbox"/> School Administrators <input checked="" type="checkbox"/> Teachers / Para-educators <input checked="" type="checkbox"/> Custodial Staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other	Notification / Alert Method: <input checked="" type="checkbox"/> Bell or Buzzer <input checked="" type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other:	Situation at Start of Drill: <input checked="" type="checkbox"/> Before School <input checked="" type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other:
Incident Command System Used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incident Commander: <i>Daniela Palamara</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Preparing readiness for students + staff</i>		



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
<ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Students unsure of what to do / proper<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Weather-related problems<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows not covered<input type="checkbox"/> Windows left open<input type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Students not accounted for / attendance<input type="checkbox"/> Difficulties with evacuation of disabled students or staff<input type="checkbox"/> Unable to access school mapping system<input type="checkbox"/> Students unaccounted for (note # below)	<ul style="list-style-type: none"><input type="checkbox"/> Radio communication problems<input type="checkbox"/> Network / computer problems<input type="checkbox"/> Noise impedes communications<input type="checkbox"/> Students not out of sight (lockdown drill)<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Students not serious about drill<input type="checkbox"/> Frightened students (lockdown drill)<input type="checkbox"/> Improper or unavailable supplies (SIP)<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Transportation<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Incident command problems<input type="checkbox"/> Other: _____

Extenuating Circumstances / Identified Factors / Special Conditions Simulated:

Mitigation / Plans for Improvement: (check all that apply and explain below)

- ☐ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Additional Drills or Exercising Needed

☐ OTHER (list)

Form Completed by

Printed Name

Julia Viola Vice Principal

Title

Signature

Julia Viola

Date

5/17/24