



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West</i>	Date: <i>10/10/23</i>	
District: <i>Philadelphia</i>	# Students: <i>841</i>	# Staff: <i>107</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>948</i>

Time Drill Began: <i>9:10 am</i>	Time Drill Concluded: <i>9:13 am</i>	Time to Evacuate: <i>3min, 5sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input checked="" 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>Danola Palamara</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

Preparing readiness for staff + students in case of emergency.



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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 checked="" 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): _____

Form Completed by Julia Viola Vice Principal Title Julia Viola Signature 10/10/21 Date