



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts West Campus</i>	Date: <i>9/18/2025</i>	
District: <i>Philadelphia</i>	# Students: <i>810</i>	# Staff: <i>130</i>
Person Completing Form and Title: <i>Julia Viola</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>940</i>

Time Drill Began: <i>8:45am</i>	Time Drill Concluded: <i>8:48:10</i>	Time to Evacuate: <i>3 min</i> (fire/evacuation drills only) <i>10 sec</i>
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Type of Drill:	Type of School:	Weather Conditions:
☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-In-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	☒ Elementary <i>2-5</i> ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F

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

Incident Command System Used?	Incident Commander:	Operations Chief:
☒ Yes ☐ No	<i>Quake Figher</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

This was the 1st Fire Drill of the school year. The goal was to make sure teachers & students are aware of exit location & fire drill procedures.



Emergency Drill Reporting Form

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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 <i>2nd grade wing</i> ☐ Lights left on ☒ Students not accounted for / attendance ☒ Difficulties with evacuation of disabled students or staff <i>Student w/ cast</i> ☐ 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

Julia Viola Vice Principal

Julia Viola

9/18/25

Printed Name

Title

Signature

Date



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts West Campus</i>	Date: <i>9/26/25</i>	
District: <i>Philadelphia</i>	# Students: <i>813</i>	# Staff: <i>126</i>
Person Completing Form and Title: <i>Julia Viola</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>939</i>

Time Drill Began: <i>8:15 am</i>	Time Drill Concluded: <i>8:17:30</i>	Time to Evacuate: <i>2 min 30 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-In-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
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Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☒ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
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Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Figler</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Observed by Fire Department



Emergency Drill Reporting Form

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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 2 ☐ 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: _____

Exenuating 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

Vice Principal

Julia Viola

9/26/25

Printed Name

Title

Signature

Date



Angela Puleio <apuleio@stringtheoryschools.org>

Successful Fire Drill at 2407 S. Broad St.

2 messages

Timothy Dinardo <Timothy.Dinardo@phila.gov>
To: "apuleio@stringtheoryschools.org" <apuleio@stringtheoryschools.org>

Fri, Sep 26, 2025 at 9:41 AM

Dear Principal Puleio,

I wanted to provide you with an update on today's fire drill at Philadelphia Performing Arts: A String Theory School, located at 2407 S. Broad Street. The evacuation was completed in line with the average fire drill benchmark.

All students and staff exited the building quickly and in an orderly fashion. We appreciate the attentiveness of your faculty and students, as well as the cooperation that made this drill run smoothly.

Thank you for your continued commitment to fire and life safety.

Respectfully,

Timothy DiNardo

Captain

Engine 49/D

215-685-1783

Angela Puleio <apuleio@stringtheoryschools.org>
To: Timothy Dinardo <Timothy.Dinardo@phila.gov>

Fri, Sep 26, 2025 at 10:41 AM

Thank you so much for coming! We appreciate it.
Best,
Angela Puleio

(puleio@stringtheoryschools.org)



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>10/23/25</i>	
District: <i>Philadelphia</i>	# Students: <i>824</i>	# Staff: <i>127</i>
Person Completing Form and Title:	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>951</i>

Time Drill Began: <i>8:45 am</i>	Time Drill Concluded: <i>8:47:32</i>	Time to Evacuate: <i>2 min 32 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☒ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Eglea</i>	Operations Chief: <i>Julia Wola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in event of fire.</i>		



Emergency Drill Reporting Form

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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 2 ☐ 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: _____

Exenuating 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 Vice Principal

Signature

Julia Viola

Date

10/23/25

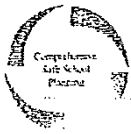


Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>11/24/25</i>	
District: <i>Philadelphia</i>	# Students: <i>821</i>	# Staff: <i>115</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>936</i>

Time Drill Began: <i>9:45am</i>	Time Drill Concluded: <i>9:47:25</i>	Time to Evacuate: <i>1 min 25 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☒ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Eghin</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students + staff in the event of a fire</i>		



Emergency Drill Reporting Form

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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

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

11/24/25



Emergency Drill Reporting Form

School: <i>Phila Performing Arts: West Campus</i>	Date: <i>12/8/25</i>	
District: <i>Philadelphia</i>	# Students: <i>810</i>	# Staff: <i>123</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>933</i>

Time Drill Began: <i>8:35am</i>	Time Drill Concluded: <i>8:37:24</i>	Time to Evacuate: <i>2 min 24 s.</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☐ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☒ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Eglon</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in event of a fire.</i>		



Emergency Drill Reporting Form

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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 <i>AS exit door</i> ☐ 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

12/8/25



Emergency Drill Reporting Form

School: <i>Julia Robinson Arts: West Campus</i>	Date: <i>1/7/26</i>	
District: <i>Philadelphia</i>	# Students: <i>812</i>	# Staff: <i>125</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>937</i>

Time Drill Began: <i>10:05 am</i>	Time Drill Concluded: <i>10:07:28</i>	Time to Evacuate: <i>2 min 28 sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F

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

Incident Command System Used?	Incident Commander:	Operations Chief:
☒ Yes ☐ No		

LIST THE OBJECTIVES for the DRILL BELOW

Prepare students + staff in case of a fire.



Emergency Drill Reporting Form

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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 1/7/26



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts West Campus</i>	Date: <i>3/4/26</i>	
District: <i>Philadelphia</i>	# Students: <i>837</i>	# Staff: <i>115</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>952</i>

Time Drill Began: *8:57am*

Time Drill Concluded: *8:58:10*

Time to Evacuate: *1 min, 10 sec*
(fire/evacuation drills only)

Type of Drill: ☐ Fire / Evacuation ☒ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☐ Clear ☐ Cloudy ☒ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☐ Enhanced Alert System ☒ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Figlin</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students for a lockdown.</i>		



Emergency Drill Reporting Form

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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: _____

Exacerbating 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* 3/4/26



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West</i>	Date: <i>2/23/26</i>	
District: <i>Philadelphia</i>	# Students: <i>824</i>	# Staff: <i>110</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>934</i>

Time Drill Began: <i>1:17 pm</i>	Time Drill Concluded: <i>1:19:27</i>	Time to Evacuate: <i>2 min, 27 sec</i> (fire/evacuation drills only)
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Type of Drill:	Type of School:	Weather Conditions:
☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hail Ambient Temperature _____ F

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

Incident Command System Used?	Incident Commander:	Operations Chief:
☒ Yes ☐ No	<i>Nicole Figlin</i>	<i>Julia Viola</i>

LIST THE OBJECTIVES for the DRILL BELOW

Practice + prepare students in the event of a fire.



Emergency Drill Reporting Form

Page 2

Problems Encountered: (Check all that apply)	Attach Separate Sheet Documenting Specific Issues
☐ Congestion in hallways ☒ Alarm not heard / <i>pullout classroom</i> ☐ 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:

Phone fixed on 2/23/26

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

2/23/26



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts West</i>	Date: <i>3/10/26</i>	
District: <i>Philadelphia</i>	# Students: <i>831</i>	# Staff: <i>105</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>936</i>

Time Drill Began: <i>2:35 PM</i>	Time Drill Concluded: <i>2:37:15</i>	Time to Evacuate: <i>2 min, 15 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-In-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hail Ambient Temperature _____ F
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Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
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Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Figlin</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

<i>Monthly Fire Drill - Prepare students in event of fire.</i>



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)
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Form Completed by

Printed Name

Julia Viola Vice Principal

Title

Signature

Julia Viola

Date

3/10/21



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts West Campus</i>	Date: <i>4/14/2016</i>	
District: <i>Philadelphia</i>	# Students: <i>835</i>	# Staff: <i>102</i>
Person Completing Form and Title: <i>Julia Uola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>937</i>

Time Drill Began: <i>12:25 PM</i>	Time Drill Concluded: <i>12:28:20</i>	Time to Evacuate: <i>3 min 20 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☐ Clear ☒ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☐ During Class Time ☐ Passing Time ☐ Recess ☒ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander:	Operations Chief:
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in event of a fire.</i>		



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

4/14/26



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>5/13/26</i>	
District: <i>Philadelphia</i>	# Students: <i>835</i>	# Staff: <i>107</i>
Person Completing Form and Title: <i>Julka Viola, Vice Principal</i>	# Visitors: <i>2</i>	TOTAL PARTICIPANTS: <i>944</i>

Time Drill Began: <i>10:25am</i>	Time Drill Concluded: <i>10:27:30</i>	Time to Evacuate: <i>2 min 30 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Deole Figher</i>	Operations Chief: <i>Julka Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in event of fire.</i>		



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

5/13/2016



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>6/8/26</i>	
District: <i>Philadelphia</i>	# Students: <i>834</i>	# Staff: <i>103</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>937</i>

Time Drill Began: <i>9:30 am</i>	Time Drill Concluded: <i>9:32:41</i>	Time to Evacuate: <i>2 min 41 sec</i> (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and Wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Quade Egle</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in event of fire.</i>		



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 <i>Emergency doors will be fixed</i> ☐ 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

Julia Viola

Title

Vice Principal

Signature

Julia Viola

Date

6/8/26



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West</i>	Date: <i>10/24/25</i>	
District: <i>Philadelphia</i>	# Students: <i>827</i>	# Staff: <i>125</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS: <i>952</i>

Time Drill Began: <i>9:15 am</i>	Time Drill Concluded: <i>9:16:25</i>	Time to Evacuate: (fire/evacuation drills only)
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Type of Drill: ☒ Fire / Evacuation ☒ Lockdown ☐ Modified Lockdown ☐ Shelter-in-Place (SiP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☒ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☒ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☒ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Engler</i>	Operations Chief: <i>Julia Viola</i>
LIST THE OBJECTIVES for the DRILL BELOW <i>Prepare students in the event of a Lockdown Drill.</i>		



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 <i>2 doors didn't lock</i> ☐ 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) <i>called locksmith</i>

Form Completed by Julia Viola Vice Principal Julia Viola 10/24/25
Printed Name Title Signature Date



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>10/10/25</i>	
District: <i>Philadelphia</i>	# Students: <i>832</i>	# Staff: <i>129</i>
Person Completing Form and Title: <i>Julia Viola, Vice Principal</i>	# Visitors: <i>0</i>	TOTAL PARTICIPANTS <i>961</i>

Time Drill Began: <i>9:40 am</i>	Time Drill Concluded: <i>9:41:35</i>	Time to Evacuate: <i>1 min, 35 sec</i> (fire/evacuation drills only)
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Type of Drill: ☐ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☒ Shelter-In-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☒ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☐ Clear ☐ Cloudy ☒ Raining ☐ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
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Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☐ Enhanced Alert System ☒ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
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Incident Command System Used? ☒ Yes ☐ No <i>Intercom</i>	Incident Commander: <i>Nicole Eglin</i>	Operations Chief: <i>Julia Viola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Prepare students for a Shelter in Place - 1st SIP drill for this school year.



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: _____

Exenuating Circumstances / Identified Factors / Special Conditions Simulated:

Some students + staff confused a SIP with a Lockdown Drill.

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* *10/10/25*



Emergency Drill Reporting Form

School: <i>Philadelphia Performing Arts: West Campus</i>	Date: <i>2/26/26</i>	
District: <i>Philadelphia</i>	# Students: <i>822</i>	# Staff: <i>113</i>
Person Completing Form and Title: <i>Julia Wola, Vice Principal</i>	# Visitors: <i>2</i>	TOTAL PARTICIPANTS <i>937</i>

Time Drill Began: <i>8:40am</i>	Time Drill Concluded: <i>8:43:10</i>	Time to Evacuate: <i>3 min, 10 sec</i> (fire/evacuation drills only)
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Type of Drill: ☐ Fire / Evacuation ☐ Lockdown ☐ Modified Lockdown ☒ Shelter-in-Place (SIP) ☐ Medical Emergency ☐ Weather Emergency ☐ Other: _____	Type of School: ☒ Elementary ☐ Middle School ☐ Junior High School ☐ High School ☐ K-8 ☐ K-12 ☐ Alternative School ☐ Other	Weather Conditions: ☐ Clear ☐ Cloudy ☐ Raining ☒ Rain and wind ☐ Windy ☐ Snow / Sleet ☐ Hall Ambient Temperature _____ F
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Participants: (check all that apply) ☒ School Administrators ☒ Teachers / Para-educators ☒ Custodial Staff ☒ Students ☐ School Security Officers ☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Other	Notification / Alert Method: ☐ Bell or Buzzer ☐ Enhanced Alert System ☒ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Other:	Situation at Start of Drill: ☐ Before School ☒ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other:
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Incident Command System Used? ☒ Yes ☐ No	Incident Commander: <i>Nicole Figlin</i>	Operations Chief: <i>Julia Wola</i>
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LIST THE OBJECTIVES for the DRILL BELOW

Prepare students for a Shelter in Place.



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* 2/26/26