

Emergency Drill Reporting Form

The Philadelphia Charter School For Arts and Sciences Emergency Drill Reporting Form

The respondent's email (**emcelveen@stringtheoryschools.org**) was recorded on submission of this form.

School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

04 / 21 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

150

Number of Staff *

150

Number of Visitors *

25

Total Participants *

325

Time Drill Began *

Time

01 : 20 PM ▼

Time Drill Concluded *

Time

01 : 32 PM ▼

Duration of Drill *

12 Minutes

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other:

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

89 degrees

Participants *

- ☒ 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: Parent Teacher Conference

Incident Command System Used *

- ☒ Yes
- ☐ No

Incident Commander *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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) *

☒ 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:

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Google Forms

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School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

12 / 12 / 2025

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

758

Number of Staff *

160

Number of Visitors *

0

Total Participants *

918

Time Drill Began *

Time

02 : 00 PM ▼

Time Drill Concluded *

Time

02 : 03 PM ▼

Duration of Drill *

3 minutes 46 Seconds

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other: _____

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

38 Degrees

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

Problems Encountered (Check all that apply) *

- ☐ Congestion in Hallways
- ☐ Alarm not heard
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- ☐ Staff unsure of responsibilities/ response
- ☐ Weather-related problem
- ☐ 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
- ☐ 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: No reported problems

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

Mitigation/ Plans for Improvement: (Check all that apply) *

☒ 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:

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The respondent's email (**emcelveen@stringtheoryschools.org**) was recorded on submission of this form.

School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

02 / 04 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

750

Number of Staff *

150

Number of Visitors *

0

Total Participants *

900

Time Drill Began *

Time

12 : 34 PM ▼

Time Drill Concluded *

Time

12 : 38 PM ▼

Duration of Drill *

3 min 40 Sec

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other: _____

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

58

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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:

Lunch was happening. Students needed to leave lunches on tables that caused a bit of delay in the lunch schedule upon returning.

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

Teacher's lounge window was opened causing condensation in the detectors. The window has been shut to mitigate the issue.

Mitigation/ Plans for Improvement: (Check all that apply) *

☐ 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:

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School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

01 / 08 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

806

Number of Staff *

175

Number of Visitors *

0

Total Participants *

981

Time Drill Began *

Time

01 : 59 PM ▼

Time Drill Concluded *

Time

02 : 02 PM ▼

Duration of Drill *

3.33.45

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other:

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

53 Degrees Fahrenheit

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☐ Lights left on
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- ☐ Unable to access school mapping system
- ☐ Students unaccounted for
- ☐ 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: Substitutes needed more direction and Red/green cards need clarification

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

N/A

Mitigation/ Plans for Improvement: (Check all that apply) *

☒ 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:

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School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

06 / 09 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

602

Number of Staff *

125

Number of Visitors *

0

Total Participants *

727

Time Drill Began *

Time

02 : 34 PM ▼

Time Drill Concluded *

Time

02 : 37 PM ▼

Duration of Drill *

3:11

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other:

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

82 degrees

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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: No incidents

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

.....

Mitigation/ Plans for Improvement: (Check all that apply) *

☒ 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:

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School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *

⌵ Dropdown

Erica McElveen



Date *

MM DD YYYY

03 / 25 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

700

Number of Staff *

150

Number of Visitors *

0

Total Participants *

850

Time Drill Began *

Time

10 : 32 AM ▼

Time Drill Concluded *

Time

10 : 36 AM ▼

Duration of Drill *

3 min 11 seconds

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other: _____

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☐ Clear
- ☒ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

48 Degrees

Participants *

- ☒ 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 *

Erica McElveen

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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: Construction Outdoors on the Dyre Street Side

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

N/A

Mitigation/ Plans for Improvement: (Check all that apply) *

☐ 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:

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School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *

⌵ Dropdown

Erica McElveen



Date *

MM DD YYYY

03 / 06 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

836

Number of Staff *

140

Number of Visitors *

0

Total Participants *

976

Time Drill Began *

Time

08 : 32 AM ▼

Time Drill Concluded *

Time

08 : 36 AM ▼

Duration of Drill *

4 min 32 secs

Type of Drill *

- ☐ Fire/ Evacuation
- ☐ Lockdown
- ☐ Modified Lockdown
- ☒ Shelter-In-Place
- ☐ Medical Emergency
- ☐ Weather Emergency
- ☐ Other: _____

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☐ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

.....

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To train students and staff to immediately secure themselves inside a building, rather than evacuating, during emergencies like hazardous material releases, severe weather, or nearby danger

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 problem
- ☐ 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
- ☐ 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: Students near the windows. 1st floor attendance not monitored

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

Mitigation/ Plans for Improvement: (Check all that apply) *

☐ 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:

This form was created inside of String Theory Schools.

Google Forms

Emergency Drill Reporting Form

The Philadelphia Charter School For Arts and Sciences Emergency Drill Reporting Form

The respondent's email (**emcelveen@stringtheoryschools.org**) was recorded on submission of this form.

School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *

⌵ Dropdown

Erica McElveen



Date *

MM DD YYYY

05 / 29 / 2026

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

700

Number of Staff *

120

Number of Visitors *

0

Total Participants *

820

Time Drill Began *

Time

09 : 38 AM ▼

Time Drill Concluded *

Time

09 : 35 AM ▼

Duration of Drill *

2:26 sec

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other: _____

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☒ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

67 Degrees

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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: Fire Department on site. Everything ok.

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

Mitigation/ Plans for Improvement: (Check all that apply) *

☒ 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:

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Emergency Drill Reporting Form

The Philadelphia Charter School For Arts and Sciences Emergency Drill Reporting Form

The respondent's email (**emcelveen@stringtheoryschools.org**) was recorded on submission of this form.

School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Erica McElveen



Date *

MM DD YYYY

11 / 25 / 2025

Title of Person Completing Form *

- ☐ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☒ Director of Climate and Culture
- ☐ Other:

Number of Students *

655

Number of Staff *

170

Number of Visitors *

0

Total Participants *

825

Time Drill Began *

Time

08 : 38 AM ▼

Time Drill Concluded *

Time

08 : 41 AM ▼

Duration of Drill *

.....

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other:

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☐ Clear
- ☒ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

45 degrees

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To ensure students and staff are familiar with emergency evacuation procedures to facilitate a quick, orderly, and safe exit from the building

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 problem
- ☐ 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
- ☐ 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: N/A

Extenuating Circumstances/Identified Factors/ Special Conditions Simulated:

N/A

Mitigation/ Plans for Improvement: (Check all that apply) *

☐ 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:

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Emergency Drill Reporting Form

The Philadelphia Charter School For Arts and Sciences Emergency Drill Reporting Form

The respondent's email (**emcelveen@stringtheoryschools.org**) was recorded on submission of this form.

School Name *



The Philadelphia Charter School For Arts and Sciences

District *



The 15th District

Person Completing Form *



Dropdown

Carl Pharo



Date *

MM DD YYYY

10 / 22 / 2025

Title of Person Completing Form *

- ☒ Facilities Manager
- ☐ CEO
- ☐ Principal
- ☐ Assistant Principal
- ☐ Director of Climate and Culture
- ☐ Other:

Number of Students *

897

Number of Staff *

135

Number of Visitors *

0

Total Participants *

1032

Time Drill Began *

Time

08 : 14 AM ▼

Time Drill Concluded *

Time

08 : 20 AM ▼

Duration of Drill *

.....

Type of Drill *

☒ Fire/ Evacuation

☐ Lockdown

☐ Modified Lockdown

☐ Shelter-In-Place

☐ Medical Emergency

☐ Weather Emergency

☐ Other:

Type of School *

- ☒ K-8
- ☐ Elementary
- ☐ Middle School
- ☐ Junior High School
- ☐ High School
- ☐ k-12
- ☐ Alternative School
- ☐ Other:

Weather Conditions

- ☐ Clear
- ☒ Cloudy
- ☐ Raining
- ☐ Rain and Wind
- ☐ Windy
- ☐ Snow/Sleet
- ☐ Hail

Ambient Temperature

60 Degrees F

Participants *

- ☒ 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 *

Tony Early

Operations Chief *

- ☒ Judith Taggart
- ☐ Matthew Menschner
- ☐ Erica McElveen
- ☐ Marc Holley
- ☐ Matthew Wasco

List the objectives for the drill *

To evacuate building in a quick and safe manner

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 problem
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☐ Lights left on
- ☐ Students not accounted for/attendance
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- ☐ Network/Computer problems
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- ☐ 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) *

☒ 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:

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