

School Drill Documentation

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 - One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. - One drill shall include security measures of a potentially dangerous individual on or near the school premises. - Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 05/28/2025 Number of students: 199 Number of Staff: 26

Time initiated: 2:03 ☐ a.m. ☒ p.m. Time concluded 2:05 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☒ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:01:50

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 for the 2025/2026 school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 5/28/2025

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.*

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 03/13/2025 Number of students: 260 Number of Staff: 26

Time initiated: 2:40 ☐ a.m. ☒ p.m. Time concluded 2:49 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:07:19
Preschool Evac Time: 00:01:57

This report is for: _____ Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
(check box next to applicable drill)
Tornado drill number ☐1 ☒2 for the 2025/2026 school year
Safety/Security drill number ☐1 ☐2 ☐3 for the _____ school year

Name of person conducting drill: Jonathan Fey

Title of person conducting drill: Director of Safety/Security

Signature or person conducting drill: _____ Date: 3/13/26

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 02/27/26 Number of students: 233 Number of Staff: 26

Time initiated: 2:53 ☐ a.m. ☒ p.m. Time concluded 2:58 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:01:28
Preschool Evac Time: 00:01:37

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 for the 2025/2026 school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 3/6/26

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 02-02-2026 Number of students: 224 Number of Staff: 27

Time initiated: 2:47 ☐ a.m. ☒ p.m. Time concluded 2:50 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: Lockdown Drill

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☒ 3 for the 2025/2026 school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 2/2/26

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 12/12/2025 Number of students: 241 Number of Staff: 22

Time initiated: 2:45 ☐ a.m. ☒ p.m. Time concluded 2:51 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:01:52
Preschool Evac Time: 00:01:02

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 for the 2025/2026 school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Jonathan Fey

Title of person conducting drill: Director of Safety and Security

Signature or person conducting drill: _____ Date: 12/12/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 11/4/25 Number of students: 341 Number of Staff: 26

Time initiated: 11:59 ☒ a.m. ☒ p.m. Time concluded 12:03 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☐ During class time	☐ Passing time	☐ Recess
☒ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:01:20
Preschool Evac Time: 00:02:41

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 for the 2025/2026 school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 11/5/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 10/22/2025 Number of students: 246 Number of Staff: 20

Time initiated: 12:10 ☐ a.m. ☒ p.m. Time concluded 12:15 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☐ During class time	☐ Passing time	☐ Recess
☒ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill) Fire drill number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the _____ school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☒ 2 ☐ 3 for the 2025/2026 school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/23/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____

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School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 10/13/2025 Number of students: 278 Number of Staff: 19

Time initiated: 2:20 ☐ a.m. ☒ p.m. Time concluded 2:31 ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: (check box next to applicable drill) Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
Tornado drill number ☒1 ☐2 for the 2025/2026 school year
Safety/Security drill number ☐1 ☐2 ☐3 for the _____ school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 10/23/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Principal:

Date of drill: Number of students: Number of Staff:

Time initiated: ☐ a.m. ☒ p.m. Time concluded ☐ a.m. ☒ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: School Evac Time: 00:00:53
Preschool Evac Time: 00:01:47

This report is for: (check box next to applicable drill) Fire drill number ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 for the school year
Tornado drill number ☐ 1 ☐ 2 for the _____ school year
Safety/Security drill number ☐ 1 ☐ 2 ☐ 3 for the _____ school year

Name of person conducting drill:

Title of person conducting drill:

Signature or person conducting drill:  Date:

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: St. Thomas the Apostle School Principal: Ryan Corcoran

Date of drill: 09/04/2025 Number of students: 249 Number of Staff: 30

Time initiated: 10:15 ☒ a.m. ☐ p.m. Time concluded 10:21 ☒ a.m. ☐ p.m.

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks:

This report is for: _____ Fire drill number ☐1 ☐2 ☐3 ☐4 ☐5 for the _____ school year
(check box next to applicable drill)
Tornado drill number ☐1 ☐2 for the _____ school year
Safety/Security drill number ☒1 ☐2 ☐3 for the 2025-2026 school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: School Principal

Signature or person conducting drill:  Date: 9/4/25

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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