

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: 09/23/2026 Number of students: 272 Number of Staff: 27

Time initiated: 10:31 ☒ a.m. ☐ p.m. Time concluded 10:35 ☒ 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: HOLD Drill: School and Preschool

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 2026/2027 school year

Name of person conducting drill: Ryan Corcoran

Title of person conducting drill: Principal

Signature or person conducting drill:  Date: 9/23/26

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: _____

*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.*

Homeroom Teachers		Student Count	Adult Count	Notes
Adam	Baxter			
Jen	Bendon	13	1	6A
Mary Ann	Bridge	0	1	
Kate	Casey	14	2	
Kelly	Donohue	14	3	
Laura Rachel	Depudyt Eggenberger	17	1	8th grade
Sue	Hieshetter			
Nicole	Hoedeman	15	1	
Kallen	Leesburg	20	1	
Mike	Mester	20	1	
Molly Ally	McCall Mester	0	1	
Sheila	Kelly			
Jacky	Suckow	25	1	
Brenda	Tietema	18	1	1 absest (2 Walsh)
Abby	VanDyke	19	1 g	2 absest
Evan	Walsh	13	1	(6th grade) B
Emily	Warriner			
Amy	Zakrajsek	18	1	
Specials Teachers		Student Count	Adult Count	Notes
Ashley	Emmerson			
Becky	Lee			
Kathy	Proulx			
Karen	Williams	19	2	Kindergarten
Jessica	Trenshaw			
Kyle	Radigan			
Juan Carlos	Soberanas			

Cathy
Cherry

Buehler
Coderre

2 (8th grade)
1