

# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

**Type of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St Mary's Catholic School

Date of Drill: 10/27/17 Time drill was held: 10<sup>00</sup> (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 141

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 2017-2018

Name of person conducting drill: Hedy Yanni

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Lock Down/Shelter in Place Drill was COORDINATED with:

- Emergency Management Coordinator

Name and Title \_\_\_\_\_

AND

- Law Enforcement (county sheriff or chief of police or designee of MSP)

Name and Title \_\_\_\_\_

OR

- Fire (fire chief or designee)

Name and Title \_\_\_\_\_