

# 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: 5/23/2018 Time drill was held: 12:30 (am/pm)

Exact time required to evacuate/shelter/secure: 15 sec inside

Total Participants: 144 45 sec outside

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

This report is for emergency drill # 3 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 Michelle Robbins, 911 Director

AND

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

Name and Title Derek O'Dell - City Officer  
OR  
Sheriff's Department

- Fire (fire chief or designee)

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