

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: 5/24/2018 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1:03:02 (3min 2sec)

Total Participants: 146

Remarks: _____

This report is for emergency drill # 5 for school year 2017-2018

Name of person conducting drill: Hedy Yanni

Title of person conducting drill: Principal

Signature of person conducting drill: *Hedy Yanni*

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 _____
OR

- Fire (fire chief or designee)

Name and Title _____