

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classr

- Fire Drill (5 required)
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- Tornado Drill (2 required)
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required)
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul the Apostle School Year: 2019-2020

Date of Drill: 9/16/19 Time drill was held: 1:10 (pm/am)

Exact time required to evacuate/shelter/secure: 2:20 sec

Total Participants: 191

Remarks: * reminder close door / lights off / do not return to class until clear

This report is for Fire Drill emergency drill # 1 for school year 19/20.

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____

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- Lock Down/Shelter in Place Drill (3 required)
 - drill before Dec 1
 - At least 1 drill after Jan 1
 - Reasonable soace between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St Paul the Apostle School Year: 2019/2020

Date of Drill: 10/9 Time drill was held: 12:53 ~~10:00~~ (pm/am)

Exact time required to evacuate/shelter/secure: ~~2:23.96~~ 2:23.96

Total Participants: 181

Remarks: _____

This report is for Firedrill emergency drill # 2 for school year 19/20.

Name of person conducting drill: Michele Morrow

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____

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drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: SPA School Year: 19/20

Date of Drill: 10/24 Time drill was held: 9am (pm/am)

Exact time required to evacuate/shelter/secure: 2.19

Total Participants: 194

Remarks: _____

This report is for Fire emergency drill # 3 for school year 19/20.

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____