

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 School Year: 2018-2019

Date of Drill: 9/12/18 Time drill was held: 2:00 (pm)am

Exact time required to evacuate/shelter/secure: 4min 21sec

Total Participants: 1

Remarks: * Slow on getting doors locked

This report is for Lock Down emergency drill # 1 for school year 18/19.

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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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 School Year: 18/19

Date of Drill: 11/8 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 3min 17sec

Total Participants: _____

Remarks: _____

This report is for Lock Down emergency drill # 2 for school year 18/19.

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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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: 18/19

Date of Drill: 2/22 Time drill was held: 10:41 (pm/~~am~~)

Exact time required to evacuate/shelter/secure: 2:39

Total Participants: 204

Remarks: Review Procedures w/ staff

- see feet

- noise

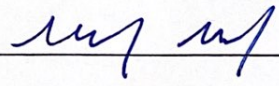
- delayed door locking

- key open when

This report is for lock down emergency drill # 3 for school year 18/19.

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Administrator

Signature of person conducting drill: 

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 _____