

# 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: 2019-20

Date of Drill: 9/25/19 Time drill was held: 10:35 (pm/am)

Exact time required to evacuate/shelter/secure: 3:00.92

Total Participants: 189

Remarks: Reminder to cover windows!

This report is for lockdown 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 \_\_\_\_\_

# 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: 12.17.19 Time drill was held: 9:55 am (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 06 sec.

Total Participants: 190

Remarks: Need outside speaker for kids on playground

This report is for Lock Down emergency drill # 1 for school year 2019/20.

Name of person conducting drill: Michelle Moran

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 \_\_\_\_\_