

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: 4-25-19 Time drill was held: 1:08 (pm/am)

Exact time required to evacuate/shelter/secure: 2:30.30

Total Participants: 194

Remarks: rang outdoor bells 3x to signify emergency -
How might we get outdoor speaker to announce?

This report is for tornado emergency drill # 2 for school year 2019-2020

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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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Paul the Apostle School Year: 2018-19

Date of Drill: 3/12/19 Time drill was held: 2:19 (pm/am)

Exact time required to evacuate/shelter/secure: 3:04

Total Participants: ~~193~~ 201

Remarks: sub in 8 Young 5's

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

Name of person conducting drill: Michelle Morrow

Title of person conducting drill: Administrator

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 _____