

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required, one in March)
 Lock Down (3 required)
 Lockdown (recess or cafeteria)
 Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Holy Name Catholic School

Date of Drill: 11/8/17 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 318

Remarks: _____

This report is for emergency drill # 2 for school year 2017-2018

Name of person conducting drill: JOSEPH CARLSON

Title of person conducting drill: PRINCIPAL

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 _____