

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: 9/26/16 Time drill was held: 10:05 (pm/am)

Exact time required to evacuate/shelter/secure: ~~3:03~~ 1:03 minutes

Total Participants: 324

Remarks: _____

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: JOSEPH CARLSON

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Joseph T. Carlson

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Joltha D Marchese PSO / Austin Young PSO

OR

Fire (fire chief or designee)

Name & Title _____

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- 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: 11/9/16 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: :58

Total Participants: 331

Remarks: _____

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: JOSEPH L. CARLSON

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Joseph L. Carlson

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 _____