

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: 10/26/16 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:26

Total Participants: 338

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 _____