

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: 4/12/17 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:19

Total Participants: 332

Remarks: _____

This report is for emergency drill # 4 for school year 2016-2017

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 _____

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events Track Meet

Name of Reporting School: _____

Date of Drill: 5/16/17 Time drill was held: 3:06 (pm/am)

Exact time required to evacuate/shelter/secure: 1:30

Total Participants: _____

Remarks: _____

This report is for emergency drill # 5 for school year 2016-2017

Name of person conducting drill: Jodi Mutch

Title of person conducting drill: ADMIN ASSISTANT

Signature of person conducting drill: Jodi Mutch

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 _____