

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required - 4 in the fall and 2 before the end of the current school year)
- Tornado Drill (2 required -1 Fall, 1 Spring)
- Lock Down/Shelter in Place Drill (2 required - 1 Fall, 1 Spring in coordination with local public emergency response personnel)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Patrick School, Portland

Date of Drill: 9-7-16 Time drill was held: 10:35 am (pm/am)

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

Total Participants: 404

Remarks: _____

This report is for emergency drill # 1 for school year 2016-17.

Name of person conducting drill: Mr. Randy Hodge


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 Officer Tom Teitsma 

OR

- Fire (fire chief or designee)
Name & Title _____