

# 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 Report School: St. Patrick School, Portland

Date of Drill: 9/19/2017 Time drill was held: 10:50 AM (pm/am)

Exact time required to evacuate/shelter/secure: 2 min. 42 sec.

Total Participants: 364

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 1 for school year 2017/2018

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 and Title: \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name and Title: \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title : \_\_\_\_\_