

# 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: 2/5/2020 Time drill was held: 10:30 AM (pm/am)

Exact time required to evacuate/shelter/secure: 50 secs./7mins. with walk through

Total Participants: 345

Remarks: Shelter in Place.

This report is for emergency drill # 8 for school year 2019/2020

Name of person conducting drill: Mrs. Cortney Smith

Title of person conducting drill: Principal

Signature of person conducting drill: Cortney E Smith

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 : \_\_\_\_\_