School Emergency Drills
Documentation Form

Type of Drill

- ☐ Fire Drill (6 required - 4 in the fall and 2 before the end of the currect 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: 9/8/2023 Time drill was held: 9:15 AM (pm/am)

Exact time required to avacuate/shelter/secure: 3 mins. 10 secs.

Total Participants: 380

Remarks: Shelter in place.

This report is for emergency drill # 3 for school year 2023-2024

Name of person conducting drill: Mr. Randy Hodge

Title of person conducting drill: Principal

Signature of person conducting drill: Randy Hodge

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 : _____