

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: 9/16/2024 Time drill was held: 10:56 AM (pm/am)

Exact time required to evacuate/shelter/secure: 3 mins. 16 secs.

Total Participants: 372

Remarks: Lock down drill

This report is for emergency drill # 2 for school year 2024-2025

Name of person conducting drill: Mrs. Courtney Smith

Title of person conducting drill: Principal

Signature of person conducting drill: Courtney 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: Officer Brent Listerman [Signature]

OR

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