

# 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: 9/19/2024 Time drill was held: 1:59 PM (pm/am)

Exact time required to evacuate/shelter/secure: 4 mins. 19 secs.

Total Participants: 365

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

This report is for emergency drill # 4 for school year 2024-25

Name of person conducting drill: Dcn. 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 : \_\_\_\_\_