School Emergency Drills
Documentation Form

Type of Drill

- [x] 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

- [x] Standard
- [ ] Class Change
- [ ] Recess
- [ ] Other Events

_____

Name of Report School: St. Patrick School, Portland

Date of Drill: 1/6/2024 Time drill was held: 2:00 PM (pm/am)

Exact time required to avacuate/shelter/secure: 3 mins. 8 secs.

Total Participants: 355

Remarks: _____

This report is for emergency drill # 6 for school year 2024-25

Name of person conducting drill: Mrs. Cortney Smith

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 : _____