

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: 9/29/2025 Time drill was held: 10:00 AM (pm/am)

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

Total Participants: 355

Remarks: Lock Down

This report is for emergency drill # 4 for school year 2025-26

Name of person conducting drill: Mrs. Casey Lenneman

Title of person conducting drill: Principal

Signature of person conducting drill: Casey Lenneman

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: PPD Police Officer

OR

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