

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
passing time for high school

Name of Report School: St. Patrick School, Portland

Date of Drill: 2/10/2026 Time drill was held: 1:00 PM (pm/am)

Exact time required to evacuate/shelter/secure: 3 mins. 32 secs.

Total Participants: 261

Remarks: Shelter in place.

This report is for emergency drill # 8 for school year 2025-26

Name of person conducting drill: Dcn. Randy Hodge

Title of person conducting drill: Principal

Signature of person conducting drill: *Dcn. 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 : _____