

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: 10/5/2026 Time drill was held: 10:00 AM (pm/am)

Exact time required to evacuate/shelter/secure: 6 mins. 04 secs.

Total Participants: 401

Remarks: Lock Down

This report is for emergency drill # 4 for school year 2026-27

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: Star M, Chief of Police - Portland PD

OR

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