

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- ☒ **Fire Drill (5 required)**
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- ☐ **Tornado Drill (2 required)**
1 drill must be during March
- ☐ **Lock Down/Shelter in Place Drill (3 required)** 1 drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☒ Other Events

Name of Reporting School: Divine Providence Academy - St. Catherine's

Date of Drill: 9/14/21 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:41

Total Participants: 46

Remarks: _____

This report is for fire emergency drill # 1 for school year 21/22

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Anne Lewis

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

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