

# 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: DPA - St. Joseph

Date of Drill: 11/30/21 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 7 sec

Total Participants: 56

Remarks: Classes were getting ready to go outside. Everyone was out quick

This report is for Fire emergency drill # 3 for school year 21/22.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoski

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 \_\_\_\_\_