

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

Date of Drill: 11/15/21 Time drill was held: 10:20 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min 24 sec

Total Participants: 63

Remarks: 2 rooms did not have walkie talkies turned on so they did not hear the call. Verbally told them and turned on the walkie talkies

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

Name of person conducting drill: Christina Watkosi

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Natkosi

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 _____