

# 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: 11/14/23 Time drill was held: 11:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 30 sec

Total Participants: 36

Remarks: \_\_\_\_\_

This report is for fire emergency drill # 3 for school year 23/24.

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Bulan

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 \_\_\_\_\_