

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 at Saint Joseph

Date of Drill: 1-8-23 Time drill was held: 2:26 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 36 seconds

Total Participants: 115

Remarks: Ottawa Co. Sheriff present for lockdown.

This report is for Lockdown emergency drill # 2 for school year 23/24.

Name of person conducting drill: Kate Beuschel

Title of person conducting drill: Principal

Signature of person conducting drill: Kate Beuschel

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 _____