

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events Lunch

Name of Reporting School: St. Francis de Sales School

Date of Drill: 10-25-19 Time drill was held: 11:30 (pm/am)

Exact time required to evacuate/shelter/secure: 11:35

Total Participants: 150

Remarks: Grades PK-1 were in lunch at the time of the fire drill. All kids did a great job exiting the building in a timely manner.

This report is for emergency drill # 4 for school year 2019-2020

Name of person conducting drill: Don Erickson

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff) or chief of police or designee or MSP
Name & Title KEN GOBAT, DIRECTOR
MPSD

OR

Fire (fire chief or designee)
Name & Title KEN GOBAT, DIRECTOR,
MPSD