

# 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: 11-8-17 Time drill was held: 11:38 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 150

Remarks: Great fire drill! It was very quick and all doors were shut with the lights off.

This report is for emergency drill # 4 for school year 2017-2018

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 TROOPER PATRICK JANISSE, MICHIGAN STATE POLICE - ST. IGNACE POST

OR

Fire (fire chief or designee)  
Name & Title Off Kevin D. Smith, Manistique Public Safety Officer

