

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

Name of Reporting School: St. Francis de Sales School

Date of Drill: 11-21-17 Time drill was held: 10:30 (pm/am)

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

Total Participants: 150

Remarks: We had one door left open, but it was in a room with a substitute. This will be handled for future drills. Other than that the kids were very quick getting out of the building.

This report is for emergency drill # 5 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 

OR

Fire (fire chief or designee)
Name & Title 