

# 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: 9-22-17 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 6 minutes

Total Participants: 150

Remarks: A few classroom doors were left open or unlocked. Not bad for first drill. Will conference with teachers regarding open/unlocked doors.

This report is for emergency drill # 1 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 KEVIN D. SMITH #103/MANISTIQUE PUBLIC SAFETY OFFICER

**OR**

Fire (fire chief or designee)  
Name & Title BEN J. PATRIS, FIRE FIGHTER, M PSD