

# 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: 9-26-17 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 150

Remarks: The stop on one door did not function properly. We learned the door is warped so the stop needs to be jammed hard into the slot. All in all it was a good first lockdown drill.

This report is for emergency drill # 2 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 