

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classr

Fire Drill (5 required)

3 drills before Dec 1

2 drills during remaining part of the school year

Reasonable space between each drill

Tornado Drill (2 required)

1 drill must be during March

Lock Down/Shelter in Place Drill (3 required) 1 drill before Dec 1

At least 1 drill after Jan 1

Reasonable space between each drill

Time of Drill

Standard

Class Change

Recess

Other Events

Name of Reporting School: Divine Providence Academy School Year: 24/25

Date of Drill: 12/18/24 Time drill was held: 10:10 (pm/am)

Exact time required to evacuate/shelter/secure: 30 sec.

Total Participants: 28

Remarks: _____

This report is for lockdown emergency drill # 2 for school year 24/25.

Name of person conducting drill: Christina Watkoski

Title of person conducting drill: Administrative Assistant

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 _____