

# 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 classroom

- 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

Date of Drill: 3/22/19 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:45

Total Participants: 51

Remarks: \_\_\_\_\_

This report is for Fire Drill emergency drill # 4 for school year 18-19.

Name of person conducting drill: Suzanne May

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Suzanne May

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 \_\_\_\_\_

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Reasonable space between each drill

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 5/13/19 Time drill was held: 12:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1:39

Total Participants: 47

Remarks: Quick & calm ☺

This report is for fire emergency drill # 5 for school year 18-19.

Name of person conducting drill: Suzanne May

Title of person conducting drill: School Secretary

Signature of person conducting drill: Suzanne May

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)  
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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*

Date of Drill: \_\_\_\_\_

*10/25/18*

Time drill was held: \_\_\_\_\_

*1:30*

(pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

*2:05*

Total Participants: \_\_\_\_\_

*42*

Remarks: \_\_\_\_\_

This report is for \_\_\_\_\_

*tornado*

emergency drill # \_\_\_\_\_

*1*

for school year \_\_\_\_\_

*2018-19*

Name of person conducting drill: \_\_\_\_\_

*Suzanne May*

Title of person conducting drill: \_\_\_\_\_

*Principal Admin. Assist.*

Signature of person conducting drill: \_\_\_\_\_

*Suzanne May*

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 \_\_\_\_\_

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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*

Date of Drill: \_\_\_\_\_

*4/29/19*

Time drill was held: \_\_\_\_\_

*12:05*

(pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

*1:56:06*

Total Participants: \_\_\_\_\_

*51*

Remarks: \_\_\_\_\_

*The kids did a great job!*

This report is for \_\_\_\_\_

emergency drill #

*2*

for school year

*18-19.*

Name of person conducting drill: \_\_\_\_\_

*Suzanne May*

Title of person conducting drill: \_\_\_\_\_

*Secretary*

Signature of person conducting drill: \_\_\_\_\_

*Suzanne May*

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title \_\_\_\_\_

*Kate Beuschel*

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title \_\_\_\_\_

**OR**

- Fire (fire chief or designee)

Name & Title \_\_\_\_\_

on website

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Reasonable space between each drill

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Divine Providence Academy - St Joseph

Date of Drill: 10/26/18 Time drill was held: 9:30 (pm/am) Campus

Exact time required to evacuate/shelter/secure: 1:22

Total Participants: 31

Remarks: middle school was on a field trip

This report is for lockdown emergency drill # 1 for school year 18.

Name of person conducting drill: Kate Beuschel

Title of person conducting drill: Principal

Signature of person conducting drill: Kate Beuschel

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 \_\_\_\_\_

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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

Date of Drill: 12/17/2018 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:34

Total Participants: 43

Remarks: \_\_\_\_\_

This report is for lockdown emergency drill # 2 for school year 2018-19

Name of person conducting drill: Suzanne May

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Suzanne May

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 \_\_\_\_\_

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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 - St. Joe

Date of Drill: 9/26/18 Time drill was held: 8:17 (pm/am)

Exact time required to evacuate/shelter/secure: 2:00.05 ☺

Total Participants: 49

Remarks: Amazing! Calm & Smooth

This report is for Fire emergency drill # 1 for school year 2018-19

Name of person conducting drill: Suzanne May

Title of person conducting drill: School Secretary

Signature of person conducting drill: Suzanne May

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**

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## Time of Drill

- Standard  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: \_\_\_\_\_

Divine Providence Academy

Date of Drill: 10/16/18 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:31.92

Total Participants: 37

Remarks: \_\_\_\_\_

This report is for \_\_\_\_\_ emergency drill # 2 for school year 2018-19

Name of person conducting drill: Suzanne May

Title of person conducting drill: School Secretary

Signature of person conducting drill: Suzanne May

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 \_\_\_\_\_



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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 - St Joe Campus

Date of Drill: 11/29/18 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:07

Total Participants: 50

Remarks: Great Job

This report is for \_\_\_\_\_ emergency drill # 3 for school year 2018-19

Name of person conducting drill: Suzanne May

Title of person conducting drill: School Secretary

Signature of person conducting drill: Suzanne May

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 \_\_\_\_\_