

# 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 - St. Catherine's

Date of Drill: 9/17/19 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:17

Total Participants: 49

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

This report is for Fire emergency drill # 1 for school year 19/20.

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Secretary

Signature of person conducting drill: Anne Lewis

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. Catherine's

Date of Drill: 10/17/19 Time drill was held: 8:05 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 2:46.11

Total Participants: 46

Remarks: During bathroom break so went well!

This report is for Fire emergency drill # 2 for school year 19/20.

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Secretary

Signature of person conducting drill: Anne Lewis

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
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1 drill must be during March
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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. Catherine

Date of Drill: 11/18/19 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 38 sec

Total Participants: 48

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

This report is for Fire emergency drill # 3 for school year 19/20.

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Secretary

Signature of person conducting drill: Anne Lewis

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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2 drills during remaining part of the school year  
Reasonable space between each drill
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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 at St. Catherine's

Date of Drill: 9/24/19 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4:28 minutes

Total Participants: 45

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

This report is for tornado emergency drill # 1 for school year 19/20.

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Secretary

Signature of person conducting drill: Anne Lewis

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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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 at St. Catherine's

Date of Drill: 10/7/19 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:00 minutes but 2 teachers

Total Participants: 45 didn't hear the call

Remarks: Two teachers didn't hear call. Walkie Talkies  
Not on correct channel. Changed channels

This report is for lockdown emergency drill # 1 for school year 19/20.

Name of person conducting drill: Anne Lewis

Title of person conducting drill: Secretary

Signature of person conducting drill: Anne Lewis

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Deputy Scott Foster

**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 *nap time*

Name of Reporting School: Divine Providence Academy @ St. Catherine's

Date of Drill: 3/12/2020 Time drill was held: 1:15 (pm/am)

Exact time required to evacuate/shelter/secure: 3:33

Total Participants: 49

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

This report is for lockdown emergency drill # 2 for school year 19/20.

Name of person conducting drill: Kate Beuschel & Anne Lewis

Title of person conducting drill: Principal / secretary

Signature of person conducting drill: Anne Lewis

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title But they didn't show up

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_