

# 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: 10/21/2022 Time drill was held: 8:02 (pm/am)

Exact time required to evacuate/shelter/secure: 2 in 31sec.

Total Participants: 42

Remarks: First drill of the year. Infants out last.

This report is for Fire emergency drill # 1 for school year 22/23.

Name of person conducting drill: Annette Lown

Title of person conducting drill: Early Childhood Director / Prek-teacher

Signature of person conducting drill: Annette Lown

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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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: 10/24/22 Time drill was held: 11:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min, 20 sec

Total Participants: 41

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

This report is for Fire emergency drill # 2 for school year 2022-2023

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Bulm

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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- 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: 10/25/22 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 8 sec

Total Participants: 38

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

This report is for Fire emergency drill # 3 for school year 22/23

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: BA

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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- 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: 3/14/23 Time drill was held: 7:50 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 21 sec

Total Participants: 441

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

This report is for Fire emergency drill # 4 for school year 22/23.

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: [Signature]

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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**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: 11/17/22 Time drill was held: 11:15 (pm/am)

Exact time required to evacuate/shelter/secure: 3min, 15sec

Total Participants: 41

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

This report is for lockdown emergency drill # 1 for school year 22-23.

Name of person conducting drill: Britni Coleman

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: Bulm

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 \_\_\_\_\_