

# 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 - SJ

Date of Drill: 4/17/25 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2min 30sec

Total Participants: 126

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

This report is for Fire emergency drill # 4 for school year 24/25.

Name of person conducting drill: Christina Wathoski

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