

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: 3/31/25 Time drill was held: 2:30 (pm/am)

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

Total Participants: 36

Remarks: _____

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

Name of person conducting drill: Christina Watkoshi

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Christina Watkoshi

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 _____