

# 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: St. Joseph School School Year: 25/26

Date of Drill: 11/21/25 Time drill was held: 11:17 (pm/am)

Exact time required to evacuate/shelter/secure: 11:17:36

Total Participants: 99

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

This report is for Fire Drill emergency drill # \_\_\_\_\_ for school year 25/26.

Name of person conducting drill: Ryan Weber

Title of person conducting drill: Principal

Signature of person conducting drill: 

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 \_\_\_\_\_