

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: 3/3/26 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2:00:31

Total Participants: 48

Remarks: _____

This report is for Fire Drill emergency drill # 7 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 _____