

# 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)**  
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 Year: 2025-2026

Date of Drill: 4-15-2026 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 40 sec.

Total Participants: 92

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

This report is for Fire emergency drill # 9 for school year 25/26.

Name of person conducting drill: Ryan Weber

Title of person conducting drill: Principal

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 Richard O'Donnell CAPTAIN PFD