

# 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 class:

- 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: 4/16/26 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 41 Secs

Total Participants: 92

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

This report is for Lockdown Shelter in Place emergency drill # \_\_\_\_\_ for school year 25/26.

Name of person conducting drill: Ryan Weber

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

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 Richard Duman CAPTAIN PFD