

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required, one in March)
 Lock Down (3 required)
 Lockdown (recess or cafeteria)
 Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events - Lunchtime

Name of Reporting School: Holy Name Catholic School

Date of Drill: 4-7-21 Time drill was held 10:57 (pm/am)

Exact time required to evacuate/shelter/secure: 1:33 to exit building
5:21 to check-in

Total Participants: 278

Remarks: Clear Spring day 47°

This report is for emergency drill # _____ for school year 2020-2021

Name of person conducting drill: Joseph Carlson

Title of person conducting drill: Principal

Signature of person conducting drill: Joseph J. Carlson

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 _____