

St. Stephen School Emergency Drills Documentation Form 2019-2020

Type of Drill

- Fire Drill** (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard**
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Stephen School Year: 2019-2020

Date of Drill: September 3, 2019 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2minutes 45seconds

Total Participants: 180

Remarks: _____

This report is for emergency drill # 1 for school year 2019-2020.

Name of person conducting drill: Cindy Thomas

Title of person conducting drill: Principal

Signature of person conducting drill: *Cindy Thomas*

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: Collin Wallace

OR

- Fire (fire chief or designee)
Name & Title _____