

# St. Stephen School Emergency Drills Documentation Form 2021-2022

## 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: 2021-2022

Date of Drill: September 14, 2021 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minutes 47 seconds

Total Participants: 58

Remarks: \_\_\_\_\_ The Principal met with Officer Wallace to discuss tips for improving our drill routine and evacuation route. These tips will be studied by the Crisis Management Team and implemented as appropriate at the next drill.

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Elizabeth Black

Title of person conducting drill: Principal

Signature of person conducting drill: *Elizabeth Black*

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)**  
Name & Title: Officer Collin Wallace, School Community Liaison Officer

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_