

# 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 19, 2019 Time drill was held: 10:05 (pm/am)

Exact time required to evacuate/shelter/secure: 2minutes 32seconds

Total Participants: 170

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

This report is for emergency drill # 2 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: EGR Public Safety

**OR**

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