

St. Stephen School Emergency Drills Documentation Form 2020-2021

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: 2020-2021

Date of Drill: October 7, 2020 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes 10 seconds

Total Participants: 106

Remarks: _____

This report is for emergency drill # 3 for school year 2020-2021.

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: _____

OR

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