

# 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: 2020/21

Date of Drill: November 4, 2020 Time drill was held: 10:00 (pm/am)

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

Total Participants: 100

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

This report is for emergency drill # 1 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 \_\_\_\_\_