

St. Francis School Emergency Drills

Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
☐ Tornado Drill (2 required)
☒ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

SECRET SANTA
SHOP

Name of Reporting School: ST. FRANCIS

Date of Drill: 12/8/23 Time drill was held: 1:08 (am/pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 437

Remarks: _____

This report is for emergency drill # 6 for school year 23/24.

Name of person conducting drill: JULIE PRITZEL

Title of Person conducting drill: PRINCIPAL

Signature of person conducting drill: Julie Pritzel 12/8

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 _____