

School Emergency Drills Documentation Form

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. Mary's Catholic School

Date of Drill: 10/24/25 Time drill was held: 845 (pm/am)

Exact time required to evacuate/shelter/secure: 2:31

Total Participants: 109

Remarks: Remind kids to cover head
with arms

This report is for emergency drill # 1 for school year 25-26

Name of person conducting drill: Mrs. Maria Farney

Title of person conducting drill: Principal

Signature of person conducting drill: Maria Farney

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Central Dispatch

AND

called at 845 AM

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

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