

School Emergency Drills

Documentation Form

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (3 required)

Type of Drill

- ☐ Standard (for K-8)
- ☐ Class Change
- ☒ Recess (for 3-5)
- ☐ Other Events

Name of Reporting School: St. Augustine Cathedral School

Date of Drill: 11-6-23 Time drill was held: 11:30am (AM/PM)

Exact time required to evacuate/secure: 1:45

Total Participants: 264

Remarks: _____

This report is for emergency drill # 2 for school year 23-24

Name of person conducting drill: Andra Zommers

Title of person conducting drill: Principal

Signature of person conducting drill: 

Lock Down/Shelter in Place Drill was COORDINATED with:

☒ Emergency Management Coordinator

Name and Title Office of Emergency Management, David Ives

AND

☐ Law Enforcement (county sheriff or chief of police or designee of MSP)

Name and Title _____

OR

☐ Fire (fire chief or designee)

Name and Title _____