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 Star of the Sea

Date of Drill: 10/28/26 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 114

Remarks: _____

This report is for emergency drill # 3 for school year 2026-27

Name of person conducting drill: Nancy O'Neill

Title of person conducting drill: Principal

Signature of person conducting drill: Nancy E. O'Neill

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title Corey Kuhn

AND

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

OR

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