

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

Name of Reporting School: St. Francis of Assisi

Date of Drill: 1/7/26 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 459

Remarks: _____

This report is for emergency drill # 60 for school year 25/26

Name of person conducting drill: Julie Pritzel

Title of Person conducting drill: Principal

Signature of person conducting drill: 

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 _____