

# School Emergency Drills Documentation Form

**Type of Drill** At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- Fire Drill (5 required)  
3 drills before Dec 1  
2 drills during remaining part of the school year  
Reasonable space between each drill
- Tornado Drill (2 required)  
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Charles School School Year: 2015-16

Date of Drill: 9-17-15 Time drill was held: 9:17 (pm/am)

Exact time required to evacuate/shelter/secure: 2:32

Total Participants: 132

Remarks: The room used for tornado drills

This report is for emergency drill # 2 for school year 2015-16

Name of person conducting drill: Margaret Karpus

Title of person conducting drill: Principal

Signature of person conducting drill: Margaret Karpus

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 \_\_\_\_\_

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Reasonable space between each drill
- Tornado Drill (2 required)**  
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required)** 1  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

**Time of Drill**

- Standard**
- Class Change**
- Recess**
- Other Events**

Name of Reporting School: St. Charles School Year: 2015-2016

Date of Drill: 10-14-15 Time drill was held: 10:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min. 12 seconds

Total Participants: 131

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2015-2016

Name of person conducting drill: Margaret Karpus

Title of person conducting drill: Principal

Signature of person conducting drill: Margaret Karpus

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 \_\_\_\_\_

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Reasonable space between each drill
- Tornado Drill (2 required)**  
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1**  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

**Time of Drill**

- Standard**
- Class Change**
- Recess**
- Other Events**

Name of Reporting School: St. Charles School Year: 2015-2016

Date of Drill: 10-15-15 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 57 seconds

Total Participants: 129

Remarks: Preschool present

This report is for emergency drill # 4 for school year 2015-2016

Name of person conducting drill: Margaret Karpus

Title of person conducting drill: Principal

Signature of person conducting drill: Margaret Karpus

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 \_\_\_\_\_

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2 drills during remaining part of the school year  
Reasonable space between each drill
- Tornado Drill (2 required)**  
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1**  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

**Time of Drill**

- Standard**
- Class Change**
- Recess**
- Other Events**

Name of Reporting School: St. Charles School Year: 2015-16

Date of Drill: 10-19-20 Time drill was held: 10:35 (pm/am)

Exact time required to evacuate/shelter/secure: 48 seconds

Total Participants: 124

Remarks: \_\_\_\_\_

This report is for emergency drill # 5 for school year 2015-16

Name of person conducting drill: Margaret Karpus

Title of person conducting drill: Principal

Signature of person conducting drill: Margaret Karpus

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 \_\_\_\_\_

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Reasonable space between each drill
- Tornado Drill (2 required)  
1 drill must be during March
- Lock Down/Shelter in Place Drill (3 required) 1  
drill before Dec 1  
At least 1 drill after Jan 1  
Reasonable space between each drill

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Charles School Year: 2015-16

Date of Drill: 10-22-15 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 27 seconds


Total Participants: 130

Remarks: Students returning from middle school stayed on the bus until "all clear."

This report is for emergency drill # 6 for school year 2015-2016

Name of person conducting drill: Margaret Karpus,

Title of person conducting drill: Principal,

Signature of person conducting drill: Margaret Karpus,  5260844e

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 \_\_\_\_\_