

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill #1  
(3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Mary Star of the Sea

Date of Drill: 9-17-19 Time drill was held: 8:30 (pm/am) am

Exact time required to evacuate/shelter/secure: internal w/ outside threat  
potential

Total Participants: 145 lifted @ 10:20 am

Remarks: ongoing communication w/ authorities

This report is for emergency drill # 1 for school year 2019-2020

Name of person conducting drill: Matthew Berkemeier

Title of person conducting drill: Principal

Signature of person conducting drill: Matt Berkemeier

### Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title Jason Breining, EOP

**AND**

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

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_