

# 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: 2-5-2020 Time drill was held: 10:25 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 145

Remarks: In coordination w/ Jackson 911

This report is for emergency drill # 4 for school year 19-20.

Name of person conducting drill: Matthew Berkemeier

Title of person conducting drill: Principal

Signature of person conducting drill: Matthew Berkemeier

### 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 \_\_\_\_\_