

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: St. Mary School

Date of Drill: 10-8-19 Time drill was held: 1:05 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 145

Remarks: _____

This report is for emergency drill # 2 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 JPD

AND

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

OR

Fire (fire chief or designee)
Name & Title _____