

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 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. Mary Star of the Sea

Date of Drill: 10-14-14 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: > 1:00 minute

Total Participants: 170

Remarks: Drill conducted in accordance with St. Mary Star of the Sea Catholic School EOP.

This report is for emergency drill # 1 for school year 2014-2015

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 \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Sgt. Jason Breining

**OR**

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