

# School Emergency Drills Documentation Form

### Type of Drill

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

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 1-6-15 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 10 seconds

Total Participants: 165

Remarks: Shelter in Place; Hazardous material or chemical incident outside of building  
Drill conducted in accordance with St. Mary Star of the Sea EOP.

This report is for emergency drill # 2 for school year 14-15.

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 \_\_\_\_\_