School Emergency Drills
Documentation Form

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Code Red-Lock Down ***or*** Code Yellow-Shelter in Place Drill (3 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Stephenson Elementary School

Date of Drill: 11/8/17 Time drill was held: 9:05 (am/pm)

Exact time required to evacuate/shelter/secure: ½ minute

Total Participants: GSRP-5

Remarks:

This report is for emergency drill # 5 for school year 17-18.

Name of person conducting drill: Proos + Marcinak

Title of person conducting drill: Principal

Signature of person conducting drill: Rebecca Marcinak

Drill was Coordinated With:

☐ Emergency Management Coordinator
Signature & printed name:
Title:

AND

☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
Signature & printed name: Brian Helfert BRIAN HELFERT
Title: SCHOOL RESOURCE OFFICER/JUVENILE CRIME INVESTIGATOR

OR

☐ Fire (fire chief or designee)
Signature & printed name:
Title:

Rev. 12-28-16