School Emergency Drills
Documentation Form

Type of Drill

- [x] 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

Date of Drill: 9/16/19 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 59 seconds

Total Participants: K-5

Remarks: * reminder to close all doors

This report is for emergency drill # 1 for school year 19-20.

Name of person conducting drill: Marciniak, Grille, Star

Title of person conducting drill: Principals

Signature of person conducting drill: Rebecca Marciniak

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: _____
  Title: _____

OR

- [ ] Fire (fire chief or designee)
  Signature & printed name: _____
  Title: _____