

School Emergency Drills

Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill
(2 required) *outside threat*

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events (Lunch Hour)

Name of Reporting School: *STEM Central*

Date of Drill: *9/13/22* Time drill was held: *11:30 am*

Exact time required to evacuate/shelter/secure: *7 minutes*

Total Participants: *37*

Remarks: *Need to shut outside blinds. Lock Classroom doors.*

This report is for emergency drill # *1* for school year *2022-23* ~~2019-20~~

Name of person conducting drill: *Emma Haygood*

Title of person conducting drill: *PLTW Coordinator*

Signature of person conducting drill: *Emma Haygood*

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title *Matthew W Osterman School Resource Officer*

OR

- ☐ Fire (fire chief or designee)

Name & Title _____