

School Emergency Drills

Documentation Form

Type of Drill

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

Time of Drill

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

Name of Reporting School: Berrien Springs Middle School

Date of Drill: 11/9/22 Time drill was held: 1:50

Exact time required to evacuate/shelter/secure: 5:16

Total Participants: 405

Remarks: _____

This report is for emergency drill # 4 or school year 22/23

Name of person conducting drill: Micah Lambert

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name & Title _____

AND

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

Name & Title Officer Matt Oosterwal

OR

- ☐ Fire (fire chief or designee)

Name & Title _____