

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: 10/24/22 Time drill was held: 9:45

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

Total Participants: 405

Remarks: _____

This report is for emergency drill # 2 or school year 2022-23

Name of person conducting drill: Jacob Skelly

Title of person conducting drill: Principal

Signature of person conducting drill: *Jacob Skelly*

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 Oosterman

OR

- ☐ Fire (fire chief or designee)

Name & Title _____

☐ FAXED ☐ EMAILED

BY _____ DATE _____