

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

Name of Reporting School: Berrien Springs Virtual

Date of Drill: 9/27/22 Time drill was held: 2:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:02

Total Participants: 19

Remarks: _____

This report is for emergency drill # 1 for school year 22-23

Name of person conducting drill: Valerie Carr

Title of person conducting drill: Principal

Signature of person conducting drill: Valerie Carr

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____