

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (~~5~~<sup>5</sup> 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: Bernee Springs Virtual Academy

Date of Drill: 10/5/2018 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 5 sec

Total Participants: 7 + 2 staff

Remarks: classroom door stays locked + closed. Students walking across - leave belongings outside + bunker in separate space

This report is for emergency drill # 102 for school year 2018-19

Name of person conducting drill: Rachel Stout

Title of person conducting drill: Principal

Signature of person conducting drill: Rachel Stout

### Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Phil Sault Booth S/IC

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

# 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: 9/27/18 Time drill was held: 10:45 am

Exact time required to evacuate/shelter/secure: 7 minute

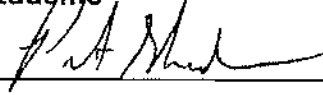
Total Participants: Approx 460

Remarks: tool for Barret's Blinds

This report is for emergency drill # 2 for school year 2018-19.

Name of person conducting drill: Pete Anderson

Title of person conducting drill: Dean of Students


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)  #as

Name & Title Officer Rick Smiedendorf, Berrien County Sheriff's Department

OR

- Fire (fire chief or designee)

Name & Title \_\_\_\_\_

# 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: STEM Central

Date of Drill: 9/27/18 Time drill was held: 11:40 (pm/am)

Exact time required to evacuate/shelter/secure: 5 mins. 34 seconds

Total Participants: 52

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 2 for school year 18-19

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 \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_