

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 Discovery Academy**

Date of Drill: **October 8th** Time drill was held: **8:00am**

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

Total Participants: Approx. 20

Remarks: _____

This report is for emergency drill # 4 for school year 2019-20

Name of person conducting drill: **Bill Bergan**

Title of person conducting drill: **Director**

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 _____

OR

- Fire (fire chief or designee)

Name & Title _____