

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required) #5
- 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: 4/14/20 Time drill was held: 2:00 p.m.
Exact time required to evacuate/shelter/secure: approx - 3 min
Total Participants: 350

Remarks: _____

This report is for emergency drill # 10 for school year 2019-20

Name of person conducting drill: **Pete Anderson**

Title of person conducting drill: **Dean of Students**

Signature of person conducting drill: _____ *Pete Anderson*

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 _____