

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required) *District*
- 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: 3/24/20 Time drill was held: 1:00 p.m.
Exact time required to evacuate/shelter/secure: 3 minutes
Total Participants: 345

Remarks: _____

This report is for emergency drill # 9 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 _____