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 Virtual Academy**

Time drill was held: 9:00 AM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 5 students 5 staff

Remarks: Ø

This report is for emergency drill # or school year

Name of person conducting drill: Scott Pauley

Title of person conducting drill: Teacher

Signature of person conducting drill: ScottPay

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 _____