

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: Bernew Springs Virtual Academy

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

Exact time required to evacuate/shelter/secure: _____

Total Participants: 4 students, 3 staff

Remarks: reviewed procedures w/students & staff.

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: Rachel Stout

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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 _____