

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required)
 Lock Down/Shelter in Place Drill (3 required) *OUTSIDE Threat*

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Andrew's Academy

Date of Drill: 9-6-16 Time drill was held: 1110 (pm/am)

Exact time required to evacuate/shelter/secure: 1110 - 1113

Total Participants: 253

Remarks: Kitchen staff let themselves in during drill
lights on in the Band Rehearsal Room

This report is for emergency drill # 2 for school year 2016-17.

Name of person conducting drill: B. L. Chapman

Title of person conducting drill: Sergeant

Signature of person conducting drill: Sgt B Chapman #490

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Pat Smith BSO # 520

OR

- Fire (fire chief or designee)
Name & Title _____

Please FAX to Berrien County Emergency Management at 269-934-9023