

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Andross Academy

Date of Drill: 02/01/17 Time drill was held: 1355 (pm/am)

Exact time required to evacuate/shelter secure: 3 mins


Total Participants: _____

Remarks: Acceptable sheltered within 3 mins
but they had a difficulty turning off the HVAC
system & some teachers forgot to get up the case.

This report is for emergency drill # 7 for school year 2016-17.

Name of person conducting drill: Richard Simpson

Title of person conducting drill: Compliance Sgt.

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Albers, BCOEMD

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Paul Smith D 102M / 14

OR

Fire (fire chief or designee)
Name & Title _____

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