

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: Andrews Academy _____

Date of Drill: 11/10/22 _____ Time drill was held: 1330 _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 247 _____


Remarks:

Reminder that an inside treat, means that the signs need to be on the outside of the window; Blinds need to be open to see in from the outside. Students in A26 were loud and able to be heard from the entrance of the library.

This report is for emergency drill # 2 Lockdown for school year 22-23__.

Name of person conducting drill: Marsha J. Beal _____

Title of person conducting drill: Lieutenant _____

Signature of person conducting drill: _____  _____

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: Matthew Oosterwal – BSOTPD School Resource Officer

OR

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

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