

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: 11/1/22 _____ Time drill was held: 11:31 _____ (pm/am)

Exact time to evacuate/shelter/secure: 3 minutes – 6 minutes to report _____

Total Participants: 258 _____

Remarks:

Evacuation and reporting were done quickly and efficiently.

Change for next drill: Call needs to be made to campus safety to report the alarm.

All staff should know what they do. Campus Safety is just there to observe.

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

Name of person conducting drill: Marsha 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 _____

OR

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

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