

# 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: 4/18/23\_\_\_\_\_ Time drill was held: 1:29 PM\_\_\_\_\_(pm/am)

Exact time required to evacuate/shelter/secure: 11 minutes\_\_\_\_\_

Total Participants: 198\_\_\_\_\_

### Remarks:

Issues: Student not using the closest exit but wanted to get their coat.

Gym class did not leave until I sent them out of the building. They also put a block in the door to get back in.

This report is for emergency drill # 5\_\_\_\_for school year 22-23\_\_\_\_\_.

Name of person conducting drill: Marsha Beal\_\_\_\_\_

Title of person conducting drill: Compliance 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