

# 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: 2-21-23 Time drill was held: 10:20 (pm/~~am~~)

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

Total Participants: 247

Remarks: 8 minutes from alarm pulled to report

This report is for emergency drill # 4 for school year 22-23.

Name of person conducting drill: Marsha Beal

Title of person conducting drill: Compliance Lieutenant

Signature of person conducting drill: Marsha Beal

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

