

# 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: 2/7/23 Time drill was held: 10:00 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 6 minutes

Total Participants: 239

Remarks:

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This report is for emergency drill # 3 for school year 22-23.

Name of person conducting drill: Marsha Beal

Title of person conducting drill: Lt.

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