

# 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: 1/26/23 Time drill was held: 10:03 (pm/am)

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

Total Participants: 231

Remarks: Need to know -  
AZB - Russell - Not quiet  
Reminded of the class change drill

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: Yanisha Beal

Title of person conducting drill: \_\_\_\_\_

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 W. Osterman

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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