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: 11/09/23 Time drill was held: 130 pm (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 242

Remarks:
Class was talking did not hear the start of the alarm; One teacher did not show that they had a kid missing from the class.

This report is for emergency drill # 2 for school year 23-24.

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