

# School Emergency Drills Documentation Form

<u>Type of Drill</u>		<u>Time of Drill</u>	
%	Fire Drill (5 required)	%	Standard
%	Tornado Drill (2 required)	%	Class Change
%	Lock Down/Shelter in Place Drill (3 required)	%	Recess
		%	Other Events

Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

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

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

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

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

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

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 chd[-.004 8d8 0 Td [(c8P> A/-c082tifactID 74.8 2n&o)rè

re (fire chief or designee)  
Name & Title \_\_\_\_\_

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