

# 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: RMES \_\_\_\_\_

Date of Drill: 8/30/23 \_\_\_\_\_ Time drill was held: 10: 15 a.m \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: 4 ½ minutes \_\_\_\_\_

Total Participants: 260 \_\_\_\_\_

#### Remarks:

The exterior for B wing was not closed. This does not seem to be because a class exited from that room. The evacuation time was well within the limits.

This report is for emergency drill # 1 \_\_\_\_\_ for school year 23-24 \_\_\_\_\_.

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

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

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 \_\_\_\_\_

**OR**

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

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