

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: 1/26/23 Time drill was held: 9:35 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 250

Remarks: outside blinds not opened
Cards in the wrong spot
Need mini blinds on doors

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: Markus Beal

Title of person conducting drill: LT.

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title [Signature] Matthew W. Oosterman

OR

- Fire (fire chief or designee)
Name & Title _____

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