

# 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: Upton Middle School

Date of Drill: 10/29/20 Time drill was held: 9:30 (pm/am)

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

Total Participants: 621

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2020-21

Name of person conducting drill: Craig Jeffers

Title of person conducting drill: Dean of Students

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