

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: 9/25/20 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 530

Remarks: _____

This report is for emergency drill # 1 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