

**School Emergency Drills**

Bert Goens Learning Center Documentation Form

Type of Drill

X Fire Drill (5 required)

Tornado Drill (2 required)

Lock Down/Shelter in Place Drill (2 required)

Name of Reporting School: Bert Goens Learning Center

Date of Drill: 10/15/2020 Time drill was held: 1:00 pm (am/pm)

Exact time required to evacuate/shelter/secure: 3:27 min


Total Participants: Entire school

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

This report is for emergency drill # 3 for school year: 2020-2021

Name of person conducting drill: Susan Reynolds or Anna Austin

Title of person conducting the drill: Principal and Asst. Principal

Signature of person conducting drill: 

Drill was Coordinated with:  Emergency Management

Coordinator

Name & Title Lt. Bob Kirk, Van Buren County Sheriff Office

**AND**

Law Enforcement (County Sheriff or chief of police or designee or MSP)

Name & Title Lt. Bob Kirk, Van Buren County Sheriff Office

**OR**

Fire (fire chief or designee)

Name & Title \_\_\_\_\_