

School Emergency Drills

Bert Goens Learning Center Documentation Form

Type of Drill

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: 9/19/19 Time drill was held: 9:35 a.m. (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 50 seconds

Total Participants: Entire School population

Remarks: _____

This report is for emergency drill # 1 for school year: 2019-2020

Name of person conducting drill: Susan Reynolds

Title of person conducting the drill: Assistant 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 _____