# School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Time of Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Fire Drill (5 required)</td>
<td>Standard</td>
</tr>
<tr>
<td>☒ Tornado Drill (2 required)</td>
<td></td>
</tr>
<tr>
<td>☒ Lock Down/Shelter in Place Drill (3 required)</td>
<td></td>
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<tr>
<td>☐ Class Change</td>
<td></td>
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<tr>
<td>☐ Recess</td>
<td></td>
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<tr>
<td>☐ Other Events</td>
<td></td>
</tr>
</tbody>
</table>

Name of Reporting School: Russ Murdock Elementary School

Date of Drill: 9-14-16  Time drill was held: 11:20 (pm/am)

Exact time required to evacuate/shelter/secure: 11:20

Total Participants: 250

Remarks:

This report is for emergency drill # 3 for school year 2016.

Name of person conducting drill: T.B. Langman

Title of person conducting drill: Sergeant

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title ________________________________

  AND

- ☐ Law Enforcement (county sheriff, 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