

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: Ruth Muddox Elementary School

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

Exact time required to evacuate shelter secure: 11:28

Total Participants: 250

Remarks: _____

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

Name of person conducting drill: B. Chapman

Title of person conducting drill: Sergeant

Signature of person conducting drill: [Signature] #490

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Paul Sully 11000-510

OR

Fire (fire chief or designee)
Name & Title _____

Please FAX to Berrien County Emergency Management at 269-934-9023