School Emergency Drills
Documentation Form

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

Name of Reporting School: Ruth Hurstville Elementary School

Date of Drill: 02/01/2017 Time drill was held: 1305 (pm/am)

Exact time required to evacuate shelter secure: 3 mins

Total Participants: 265

Remarks: Need to be able to turn off all individual HVAC systems, otherwise it would fail.

This report is for emergency drill #47 for school year 2016-2017.

Name of person conducting drill: Ricardo Simpson

Title of person conducting drill: Compliance Support

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

☐ Emergency Management Coordinator
   Name & Title _________________________________

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
   Name & Title [Signature]

OR

☐ Fire (fire chief or designee)
   Name & Title _________________________________

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