**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>☐ Class Change</td>
</tr>
<tr>
<td>☐ Lock Down/Shelter in Place Drill (3 required)</td>
<td>☐ Recess</td>
</tr>
<tr>
<td></td>
<td>☐ Other Events</td>
</tr>
</tbody>
</table>

Name of Reporting School: **Ruth Kendrick Elementary**

Date of Drill: 11/22/2016  
Time drill was held: 0935 (pm/am)

Exact time required to evacuate/shelter/secure: 2 mins

Total Participants: 232 x 246

Remarks: **One class was unaccounted for in a drill**

**Misc communication:**

This report is for emergency drill #5 for school year 2016-17.

Name of person conducting drill: **Q. SIMMONS**

Title of person conducting drill: **SEC. GEN.**

Signature of person conducting drill: 

Drill Was **Coordinated** With:

☐ Emergency Management Coordinator  
Name & Title

AND

☐ Law Enforcement (county sheriff or 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