

# 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 Murdoch 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: ~~23~~ 245

Remarks: One class was unaccounted for for 3 mins.  
Miss communication.

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

Name of person conducting drill: R. SIMPSON

Title of person conducting drill: SEARGANT

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