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 School

Date of Drill: 10/12/2016  Time drill was held: 1:32 (pm/am)

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

Total Participants: 71

Remarks: 6 students were out of their class

This report is for emergency drill # 4 for school year 2016-17

Name of person conducting drill: R. Simpson

Title of person conducting drill: Compliance Sgt.

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 ________________________________

OR

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

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