# 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

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

Date of Drill: **01/11/2017** Time drill was held: **10:00 AM**

Exact time required to evacuate/shelter/secure: **10 min**

Total Participants: **265**

Remarks: One class room blinds were not fully closed, otherwise, the drill went well.

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This report is for emergency drill # **6** for school year **2016-17**.

Name of person conducting drill: **R. SIMPSON**

Title of person conducting drill: **SOMA**

Signature of person conducting drill: **[Signature]**

Drill Was Coordinated With:

- [✓] Emergency Management Coordinator
  Name & Title: **[Name & Title]**

  AND

- [✓] Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title: **[Name & Title]**

  OR

- [ ] Fire (fire chief or designee)
  Name & Title: **[Name & Title]**

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