

# 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 MURDOCK ELEMENTARY SCHOOL

Date of Drill: 04/27/16 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 3 mins

Total Participants: 255

Remarks: \_\_\_\_\_

This report is for emergency drill # 10 for school year 2015-16

Name of person conducting drill: R. Simpson & B. Chapman

Title of person conducting drill: Compliance & Patrol Sgt.

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