

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: 4/18/23_____ Time drill was held: 1:00 PM_____ (pm/am)

Exact time required to evacuate/shelter/secure: 7:33_____

Total Participants: 208_____

Remarks:

Building was quickly emptied, but there was a lag in reporting back to the office.

This report is for emergency drill # 5____ for school year 22-23_____.

Name of person conducting drill: Marsha Beal_____

Title of person conducting drill: Compliance Lieutenant_____

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