

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 -Lunch

Name of Reporting School: Ruth Murdock Elementary School_____

Date of Drill: 11/1/22_____ Time drill was held: 11:58_____ (pm/am)

Exact time to evacuate/shelter/secure: 7 minutes_____

Total Participants: 226_____

Remarks:

Make sure that all students are accounted for – they must be with the teacher.

Place for students to go if they are in the library area

Improve of how to communicate with the office during the drill

Someone should be checking to make sure hallway doors and places like faculty lounge

This report is for emergency drill # 2____ 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