

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: 11/10/22 _____ Time drill was held: 1400 _____ (pm/am)

Exact time required to evacuate/shelter/secure: within 3 minutes _____

Total Participants: 234 _____

Remarks:

Music class did not hear the drill announcement. They were not in drill position.


Inside threat the cards, need to be on the outside window and blinds opened

In the technology class, even though they were against the wall the teacher was still showing something on the computer. Make sure that substitute and student teachers are also aware of the processes.

This report is for emergency drill # 2 Lockdown for school year 22-23__.

Name of person conducting drill: Marsha J. Beal _____

Title of person conducting drill: 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: Matthew Oosterwal – BSOTPD School Resource Officer

OR

- Fire (fire chief or designee)
Name & Title _____

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