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: 11/2/2023 Time drill was held: 1200 pm (pm/am)

Exact time required to evacuate/shelter/secure: 5 Minutes

Total Participants: 260

Remarks:
Well done

This report is for emergency drill # 2 for school year 23-24.

Name of person conducting drill: Marsha Beal

Title of person conducting drill: Compliance Lieutenant

Signature of person conducting drill: Marsha Beal

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