

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

<input type="checkbox"/>	Fire Drill (5 required)(3 by 12/1)	<input checked="" type="checkbox"/>	Standard
<input checked="" type="checkbox"/>	Tornado Drill (2 required – 1 in March)	<input type="checkbox"/>	Class Change
<input type="checkbox"/>	Shelter in Place (2 required)	<input type="checkbox"/>	Recess
<input type="checkbox"/>	Lock Down (2 required 1 prior to Dec 1)	<input type="checkbox"/>	Lunch

Name of Reporting School: Rockford High School

Date of Drill: 3/28/16 Time Drill was held: 8:41 (a.m./p.m.)

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

Total Participants: 2,000 Remarks: _____

This report is for Emergency Drill

Fire# _____	out of 5 for school year 20__ /20__
Tornado# <u>2</u>	out of 2 for school year 20 <u>15</u> /20 <u>16</u>
Shelter IP# _____	out of 2 for school year 20__ /20__
Lockdown# _____	out of 2 for school year 20__ /20__

Name of person conducting drill: Scott Beckman

Title of person conducting drill: Director of Security

Signature of person conducting drill: _____

Fire (fire chief or designee) present
Name and Title: [Signature]

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL
FAX NUMBER 866-7112**