

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

_____ Fire Drill (5 required)(3 by 12/1)

X

Standard

_____ Tornado Drill (2 required)(1 in March)

Class Change

_____ Shelter in Place (1 required)

Recess

X Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

Lunch

_____ Cardiac Drill (1 required)

Name of Reporting School:

Rockford Freshman Center

Date of Drill: 2/7/17

Time Drill was held: 1:05 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:40 min.

Total Participants: 610

Remarks: _____

This report is for Emergency Drill

Fire# _____ out of 5 for school year 20__/20__

Tornado# _____ out of 2 for school year 20__/20__

Shelter IP# _____ out of 1 for school year 20__/20__

Lockdown# 4 out of 2 for school year 2016/2017

Cardiac# _____ out of 1 for school year 20__/20__

Name of person conducting drill:

Mr. Tom Hosford / Kelly Amshey

Title of person conducting drill:

Principal / ASSIST. Principal

Signature of person conducting drill:

Kelly Amshey

Fire (fire chief or designee) present

Name and Title: _____

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