

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

Standard

Tornado Drill (2 required)( 1 in March)

Class Change

Shelter in Place (1 required)

Recess

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: 5/5/17

Time Drill was held: 12:30 (a.m./p.m.)

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

Total Participants: 620

Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 4 out of 5 for school year 20 16 /20 17

Tornado# \_\_\_\_\_ out of 2 for school year 20 \_\_\_/20\_\_\_

Shelter IP# \_\_\_\_\_ out of 1 for school year 20 \_\_\_/20\_\_\_

Lockdown# \_\_\_\_\_ out of 2 for school year 20 \_\_\_/20\_\_\_

Cardiac# \_\_\_\_\_ out of 1 for school year 20 \_\_\_/20\_\_\_

Name of person conducting drill: Tom Hbsford

Title of person conducting drill: Principal

Signature of person conducting drill: 

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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