

**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: Roguewood Elementary

Date of Drill: 5-3-19 Time Drill was held: \_\_\_\_\_ (a.m./p.m.)

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

Total Participants: 646 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# 2 out of 2 for school year 2019/2020

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

Name of person conducting drill: Doug Hoogerland

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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