

School Emergency Drills Documentation Form

Type of Drill:

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

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

_____ Shelter in Place (1 required)

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

Time of Drill:

X Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School:

Rogerswood Elementary

Date of Drill:

10/27/2023

Time Drill was held:

10:35 (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

2:10

Total Participants:

558

Remarks:

This report is for Emergency Drill

Fire# _____

out of 5 for school year 20____/20____

Tornado# 1

out of 2 for school year 2023/2024

Shelter IP# _____

out of 1 for school year 20____/20____

Lockdown# _____

out of 2 for school year 20____/20____

Name of person conducting drill:

Jessica Yon / Teya Cotter

Title of person conducting drill:

Administrative Assistant / Principal

Signature of person conducting drill:

Jessica Yon / Teya Cotter

Fire (fire chief or designee) present

Name and Title: _____

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