

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

_____ Standard

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

_____ Class Change

_____ Shelter in Place (1 required)

X Recess

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

_____ Lunch

Name of Reporting School: _____

Roquewood

Date of Drill: _____

3/15/24

Time Drill was held: _____

3:10

(a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

2:26

Total Participants: _____

Remarks: _____

This report is for Emergency Drill

Fire# _____

out of 5 for school year 20____/20____

Tornado# 2

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: _____

Jaymber

Jessica Yon / Teya Cotter

Title of person conducting drill: _____

Admin Assistant / Principal

Signature of person conducting drill: _____

Jessica Yon

Fire (fire chief or designee) present

Name and Title: _____

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