

**School Emergency Drills
Documentation Form**

Type of Drill:

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

_____ 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)

_____ Cardiac Drill (1 required)

Time of Drill:

☒ Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School: East Rockford Middle School

Date of Drill: Nov 24, 2014 Time Drill was held: 8:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 6min, 18 sec.

Total Participants: ~1000 Remarks: took longer due to communication regarding expectations

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#	<u>1</u>	out of 1 for school year 20 <u>14</u> /20 <u>15</u>
Lockdown#	_____	out of 2 for school year 20__/20__
Cardiac#	_____	out of 1 for school year 20__/20__

Name of person conducting drill: Kelly Amshy

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Kelly Amshy

Fire (fire chief or designee) present
Name and Title: _____

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