

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

X

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

X

Standard

Tornado Drill (2 required – 1 in March)

Class Change

Shelter in Place (2 required)

Recess

Lock Down (2 required 1 prior to Dec 1)

Lunch

Name of Reporting School:

Rockford High School

Date of Drill:

9.12.14

Time Drill was held:

9:03-9:06 (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

5 mins

Total Participants:

2,000

Remarks:

This report is for Emergency Drill

Fire#

1

out of 5 for school year 2014/2015

Tornado#

out of 2 for school year 20__/20__

Shelter IP#

out of 2 for school year 20__/20__

Lockdown#

out of 2 for school year 20__/20__

Name of person conducting drill:

Charlie Brown

Title of person conducting drill:

Director of Security

Signature of person conducting drill:

Charlie Brown

Fire (fire chief or designee) present

Name and Title:

[Signature]

EO

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