

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

<u> </u>	Fire Drill (5 required)(3 by 12/1)	<u> X </u>	Standard
<u> X </u>	Tornado Drill (2 required – 1 in March)	<u> </u>	Class Change
<u> </u>	Shelter in Place (2 required)	<u> </u>	Recess
<u> </u>	Lock Down (2 required 1 prior to Dec 1)	<u> </u>	Lunch

Name of Reporting School:

Rockford High School

Date of Drill:

9-19-14

Time Drill was held:

8:40

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

8 minutes

Total Participants:

2000

Remarks:

This report is for Emergency Drill

Fire#

out of 5 for school year 20__ /20__

Tornado#

1

out of 2 for school year 2014/2015

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]

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