

**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: Rockford Freshman Center

Date of Drill: 9/23/15 Time Drill was held: 1:24 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 1:24-1:27

Total Participants: 670 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire#	<u>3</u>	out of 5 for school year 20	<u>15/20</u>
Tornado#	_____	out of 2 for school year 20	____/20____
Shelter IP#	_____	out of 1 for school year 20	____/20____
Lockdown#	_____	out of 2 for school year 20	____/20____
Cardiac#	_____	out of 1 for school year 20	____/20____

Name of person conducting drill: Tom Hosford

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

Fire (fire chief or designee) present  
Name and Title: [Signature] 9/23/15

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