

**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: 10-14-15 Time Drill was held: 12:35 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3:54

Total Participants: 856 Remarks: Students & staff responded quickly & orderly.

This report is for Emergency Drill

Fire#	<u>4</u>	out of 5 for school year 20 <u>15</u> /20 <u>16</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: Jeremy Ward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

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

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