

**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:

10-6-15

Time Drill was held:

9:35

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3 Min 50 sec.

Total Participants:

848

Remarks:

Students were switching to connect & did a great job adjusting to the drill

This report is for Emergency Drill

Fire#

3

out of 5 for school year 2015/2016

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 Kurel

Title of person conducting drill:

Assistant Principal

Signature of person conducting drill:

[Signature]

Fire (fire chief or designee) present

Name and Title:

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL**

**FAX NUMBER 866-7112**