

**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: RFC

Date of Drill: 3/8/16

Time Drill was held: 9:03 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 9:08

Total Participants: 700 Remarks: LGI locked which slowed movement for some classes. Use "all clear" from emergency wall guide.

This report is for Emergency Drill

Fire#	_____	out of 5 for school year 20__/20__
Tornado#	<u>2</u>	out of 2 for school year 20 <u>15</u> /20 <u>16</u>
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: Kelly Amshey

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Kelly Amshey

Fire (fire chief or designee) present  
Name and Title: [Signature]