

**School Emergency Drills
Documentation Form**

Type of Drill:

X 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:

X Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School: Rockford Freshman Center

Date of Drill: 9/9/15 Time Drill was held: 7:41 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 mins. 7:41-7:45

Total Participants: 700 Remarks: _____

This report is for Emergency Drill

Fire# <u>1</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: 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: _____

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