

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required) (3 by 12/1)

\_\_\_\_\_ Standard

\_\_\_\_\_ Tornado Drill (2 required) (1 in March)

\_\_\_\_\_ Class Change

X Shelter in Place (1 required)

\_\_\_\_\_ Recess

\_\_\_\_\_ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

X Lunch

\_\_\_\_\_ Cardiac Drill (1 required)

Name of Reporting School: Rockford Freshman Center

Date of Drill: 3/23/16

Time Drill was held: 10:25 (a.m./p.m.)

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

Total Participants: 700

Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_/20\_\_

Shelter IP# 2 out of 1 for school year 2015/2016

Lockdown# \_\_\_\_\_ out of 2 for school year 20\_\_/20\_\_

Cardiac# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

Name of person conducting drill: Mr. Tony Hasford

Title of person conducting drill: Principal

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

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

3-23-16

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