

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

<input type="checkbox"/>	Fire Drill (5 required)(3 by 12/1)	<input type="checkbox"/>	Standard
<input type="checkbox"/>	Tornado Drill (2 required – 1 in March)	<input type="checkbox"/>	Class Change
<input type="checkbox"/>	Shelter in Place (2 required)	<input type="checkbox"/>	Recess
<input checked="" type="checkbox"/>	Lock Down (2 required 1 prior to Dec 1)	<input checked="" type="checkbox"/>	Lunch

Name of Reporting School: Rockford High School

Date of Drill: 11.11.14 Time Drill was held: 11:50 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 8 min

Total Participants: 2000 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# \_\_\_\_\_ out of 2 for school year 20\_\_ /20\_\_  
Lockdown# 2 out of 2 for school year 2014/2015

Name of person conducting drill: Charlie Brown  
Title of person conducting drill: Director of Security  
Signature of person conducting drill: Charlie Brown

Fire (fire chief or designee) present  
Name and Title: State Police/KCSD/RPD

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