

## 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

☒ Shelter in Place (1 required)

\_\_\_\_\_ Recess

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

\_\_\_\_\_ Lunch

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

Name of Reporting School: Roguewood

Date of Drill: 1-15-15 Time Drill was held: \_\_\_\_\_ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 12 MINUTES \*

Total Participants: 720 Remarks: \_\_\_\_\_

\* APPROXIMATE TIME FOR PLAINFIELD TWP FIRE DEPT  
TO CHECK ALL DOORS (INTERIOR) IN THE BUILDING.

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# 1 out of 1 for school year 2014/2015

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

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

Name of person conducting drill: DOUG HOOGERLAND

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: D. Hoogerland

Fire (fire chief or designee) present  
Name and Title: Chief Reed EO

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