

**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: 9/15/16 Time Drill was held: 1:20 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1:20-1:23

Total Participants: 675 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 3 out of 5 for school year 2016/2017

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: Tom Hosford / Kelly Amshey  
Title of person conducting drill: Principal / Assistant Principal

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

Fire (fire chief or designee) present  
Name and Title: Kelly Amshey

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