

**School Emergency Drills
Documentation Form**

Type of Drill:

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

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Tornado Drill (2 required – 1 in March)

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Shelter in Place (2 required)

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Lock Down (2 required 1 prior to Dec 1)

Time of Drill:

☒

Standard

☐

Class Change

☐

Recess

☐

Lunch

Name of Reporting School: Roguewood

Date of Drill: 9-30-16 Time Drill was held: 8:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 minute 37 seconds

Total Participants: 721 Remarks: _____

This report is for Emergency Drill Fire# 2 out of 5 for school year 2016/2017

Tornado# _____ out of 2 for school year 20____/20____

Shelter IP# _____ out of 2 for school year 20____/20____

Lockdown# _____ out of 2 for school year 20____/20____

Name of person conducting drill: Eric Nephew

Title of person conducting drill: Lead Teacher

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present
Name and Title: Bruce C. Smith

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