

**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 (2 required)

Recess

Lock Down (2 required 1 prior to Dec 1)

Lunch

Name of Reporting School: Roguewood Elementary

Date of Drill: 9-15-17

Time Drill was held: 11:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 minute 51 seconds

Total Participants: 731 Remarks: _____

Fire Dept reported hallway alarm speaker outside room 17 was "weak"

This report is for Emergency Drill Fire# 2 out of 5 for school year 20 17 /20 18

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: Kathy Walcott

Title of person conducting drill: Dean of Spanish Immersion/Assistant Principal

Signature of person conducting drill: Kathy Walcott

Fire (fire chief or designee) present

Name and Title: [Signature]

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