

**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

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

\_\_\_\_\_ Lunch

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

Name of Reporting School:

Rockford High School

Date of Drill:

2/7/18

Time Drill was held:

8:40

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3 minutes

Total Participants:

2,000

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 1 for school year 20\_\_/20\_\_

Lockdown# 2

out of 2 for school year 2017/2018

Cardiac# \_\_\_\_\_

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

Name of person conducting drill:

Scott Beckman

Title of person conducting drill:

Director of Security

Signature of person conducting drill:

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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