

# School Emergency Drills Documentation Form

Type of Drill:

\_\_\_\_\_ 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:

☒ Standard

\_\_\_\_\_ Class Change

\_\_\_\_\_ Recess

\_\_\_\_\_ Lunch

Name of Reporting School: Roguewood Elementary

Date of Drill: 3-27-18 Time Drill was held: 8:55 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 minutes 32 seconds

Total Participants: 703 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Changed to Tornado# 2 out of 2 for school year 20 17/20 18

from fire drill Shelter IP# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

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

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

to rain.

Name of person conducting drill: Doug Hoogerland

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: [Signature]

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