

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

X Standard

1 Tornado Drill (2 required)( 1 in March)

\_\_\_\_ Class Change

\_\_\_\_ Shelter in Place (1 required)

\_\_\_\_ Recess

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

\_\_\_\_ Lunch

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

Name of Reporting School: Rockford Freshman Center

Date of Drill: 10/3/18 Time Drill was held: 7:41 (a.m.) /p.m.)

Exact time required to evacuate/shelter/secure: 3:11

Total Participants: 650 Remarks: \_\_\_\_\_

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

Tornado# 1 out of 2 for school year 2018/2019

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: Kelly Amshey

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Kelly Amshey

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

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