

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: 9-18-19 Time Drill was held: 11:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 minutes exactly

Total Participants: 705 Remarks: Few classrooms with doors left open (23) or lights left on (2) (29)

This report is for Emergency Drill	Fire# <u>2</u>	out of 5 for school year 20 <u>19</u> /20 <u>20</u>
	Tornado# <u> </u>	out of 2 for school year 20 <u> </u> /20 <u> </u>
	Shelter IP# <u> </u>	out of 1 for school year 20 <u> </u> /20 <u> </u>
	Lockdown# <u> </u>	out of 2 for school year 20 <u> </u> /20 <u> </u>
	Cardiac# <u> </u>	out of 1 for school year 20 <u> </u> /20 <u> </u>

Name of person conducting drill: Teya Cotter

Title of person conducting drill: Principal

Signature of person conducting drill: Teya Cotter

Fire (fire chief or designee) present

Name and Title: none present

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