

# 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

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

\_\_\_\_\_

Lunch

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

Name of Reporting School:

Roguewood Elementary

Date of Drill:

9-25-19

Time Drill was held:

1:15

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3 minutes, 1 second

Total Participants:

691

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# 1

out of 2 for school year 2019/2020

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

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

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:

Dist Chief Jeff Drake

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