

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: Roguenwood Elementary

Date of Drill: 10-8-19 Time Drill was held: 8:55 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: Two minutes and 24 seconds

Total Participants: 702 Remarks: _____

This report is for Emergency Drill Fire# 3 out of 5 for school year 2019/2020

Tornado# _____ out of 2 for school year 20____/20____

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: Teya Cotter

Title of person conducting drill: Principal

Signature of person conducting drill: Teya Cotter

Fire (fire chief or designee) present
Name and Title: LT. Dave Kavanagh

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