

**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:

Rogue wood Elementary

Date of Drill: 11-2-20

Time Drill was held: 9:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3mins. 54 sec.

Total Participants: 561 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 1

out of 5 for school year 2020/2021

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:

NONE

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