

**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)

Time of Drill:

☒ Standard

_____ Class Change

_____ Recess

_____ Lunch

Name of Reporting School: Roguewood Elementary

Date of Drill: 9/15/23 Time Drill was held: 10:05 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:57

Total Participants: 619 Remarks: _____

This report is for Emergency Drill Fire# 1 out of 5 for school year 2023/2024

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____

Name of person conducting drill: Jessica Yon / Teya Cotter

Title of person conducting drill: Administrative Assistant / Principal

Signature of person conducting drill: Jessica Yon / Teya Cotter

Fire (fire chief or designee) present
Name and Title: _____

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