

**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

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

\_\_\_\_\_ Lunch

\_\_\_\_\_ Cardiac Drill (1 required by 10/31)

Name of Reporting School: NORTH ROCKFORD Middle School

Date of Drill: 11/8/24

Time Drill was held: 103 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 900+ Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

1st 104

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_/20\_\_

2nd 104

Shelter IP# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

3rd 106

Lockdown# 1 out of 2 for school year 2024/2025

tech 104

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

Music 104

6th 105

Name of person conducting drill: Jesus Santillan

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

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

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