

**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 by 10/31)

Name of Reporting School: Rockford High School

Date of Drill: 8/29/24 Time Drill was held: 8:00 (a.m./p.m.)


Exact time required to evacuate/shelter/secure: 6 minutes

Total Participants: 2,000 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 1 out of 5 for school year 2024 /2025  
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: Tom Hasford

Title of person conducting drill: 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**