

**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 by 10/31)

Time of Drill:

Standard

Class Change

Recess

Lunch

Name of Reporting School: Roanwood Elementary

Date of Drill: 10/18/24 Time Drill was held: 2:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:48.89

Total Participants: 630 Remarks: _____

This report is for Emergency Drill

Fire#	<u>2</u>	out of 5 for school year 20 <u>24</u> /20 <u>25</u>
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: Jessica Yon / Amie Santillan

Title of person conducting drill: Admin. Assistant / Principal

Signature of person conducting drill: Jessica Yon / Amie Santillan

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

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