

**School Emergency Drills
Documentation Form**

Type of Drill:

X 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:

X Standard
_____ Class Change
_____ Recess
_____ Lunch

Name of Reporting School: Rognewood Elementary

Date of Drill: 11 Time Drill was held: 9:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:54.10

Total Participants: 562 Remarks: _____

This report is for Emergency Drill Fire# 3 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: Jessica Yon / Amie Santillan

Title of person conducting drill: Administrative 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**