

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

3 Fire Drill (5 required)(3 by 12/1)

X 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: East Rockford Middle School

Date of Drill: 10-27-22 Time Drill was held: 12:35 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 780 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 3 out of 5 for school year 2022/2023

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: Kyle Arink

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Kyle Arink

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

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