

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)

 X Class Change

 X 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 Freshman Center

Date of Drill: 10/10/2022

Time Drill was held: 8:53 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4:53

Total Participants: ALL Remarks: 1 administrator and 1 security to clear the drill

This report is for Emergency Drill Fire# _____ out of 5 for school year 20__/20__

Tornado# _____ out of 2 for school year 20__/20__

Shelter IP# 1 out of 1 for school year 2022_/2023_

Lockdown# _____ out of 2 for school year 20__/20__

Cardiac# _____ out of 1 for school year 20__/20__

Name of person conducting drill: Kelly Amshey

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**