

# 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: Roguewood Elementary

Date of Drill: 4-21-23 Time Drill was held: 11:05 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: two minutes 33 seconds

Total Participants: 757 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# <u>4</u>	out of 5 for school year 20 <u>22</u> /20 <u>23</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: Teya Cotter

Title of person conducting drill: Principal

Signature of person conducting drill: Teya Cotter

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

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