

**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)

Time of Drill:

- Standard
- Class Change
- Recess
- Lunch

Name of Reporting School: East Rockford Middle School

Date of Drill: 8-29-23 Time Drill was held: 7:45 (ⓐ.m./p.m.)

Exact time required to evacuate/shelter/secure: ~~XXXXXXXXXX~~ 2:19

Total Participants: ~~XXXXXXXXXX~~ 837 Remarks: _____

This report is for Emergency Drill Fire# 1 out of 5 for school year 2023 /2024
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__

Name of person conducting drill: Leslie Santillan
Title of person conducting drill: Asst Principal
Signature of person conducting drill: [Signature]

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

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