

**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: Roanwood Elementary

Date of Drill: 10/18/24 Time Drill was held: 2:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:48.89

Total Participants: 630 Remarks: \_\_\_\_\_

This report is for Emergency Drill      Fire# 2      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: Admin. 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**