

**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: Rognewood Elementary

Date of Drill: 11 Time Drill was held: 9:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:54.10

Total Participants: 562 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# <u>3</u>	out of 5 for school year 20 <u>24</u> /20 <u>25</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: Jessica Yon / Amie Santillan

Title of person conducting drill: Administrative 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**