

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

X Fire Drill (5 required)(3 by 12/1)

X Standard

_____ Tornado Drill (2 required)(1 in March)

_____ Class Change

_____ Shelter in Place (1 required)

_____ Recess

_____ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

_____ Lunch

Name of Reporting School: Rognewood Elementary

Date of Drill: 5/1/24 Time Drill was held: 1:25 (a.m./p.m.) Ⓞ

Exact time required to evacuate/shelter/secure: 2:03

Total Participants: 565 Remarks: _____

This report is for Emergency Drill Fire# 4 out of 5 for school year 2023/24
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: Jessica Yon / Teya Cotter

Title of person conducting drill: Administrative Assistant / Principal

Signature of person conducting drill: Jessica Yon / 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**