

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

_____ 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

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

Lunch

Name of Reporting School: Hognewood Elementary

Date of Drill: 2/2/2024 Time Drill was held: 10:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 665 Remarks: 1:39

This report is for Emergency Drill Fire# _____ out of 5 for school year 20___/20___

Tornado# _____ out of 2 for school year 20___/20___

Shelter IP# _____ out of 1 for school year 20___/20___

Lockdown# 2 out of 2 for school year 2023/2024

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**