

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

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: East Guilford Middle School

Date of Drill: 10-20-23 Time Drill was held: 12:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min 48 sec.

Total Participants: 837 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 3 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: Josie Santillan

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: [Signature] FireFighter

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