



ROYAL OAK SCHOOLS






A COMMUNITY OF EXCELLENCE

School Emergency Drill Form

Northwood Elementary
(Name of School)



EVACUATION/FIRE DRILLS

Evacuation of all staff, students, and visitors from the building

Required Emergency Drill Type	Date	Time	Administrator's Signature
Fire Drill # 1	9/14/23	8:45 AM	
Fire Drill # 2	9/26/23	10:25 AM	
Fire Drill # 3	10/5/23	1:30 PM	
Fire Drill # 4	10/10/23	10:10 AM	
Fire Drill # 5	10/23/23	2:15 PM	

EMERGENCY DRILLS

Lockdown—Internal safety procedures for all staff, students and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Lockdown Drill # 1	11/2/23	10:10 AM	
Lockdown Drill # 2	11/14/23	2:15 PM	
Lockdown Drill # 3	1/12/24	10:30 AM	

TORNADO DRILLS

Internal take-cover safety procedures for all staff, students, and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Tornado Drill # 1	2/22/24	2:10 PM	
Tornado Drill #2	3/8/24	9:10 AM	