

### School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

Cardiac Drill (1 required)

Name of Reporting School: River Valley Academy

Date of Drill: 3/14/17

Time Drill was held: 11:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 50 seconds

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

This report is for Emergency Drill

Fire# _____	out of 5 for school year 20__/20__
Tornado# <u>2</u>	out of 2 for school year 20 <u>16</u> /20 <u>17</u>
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: Jenny Thompson

Title of person conducting drill: Director of RVA and Adult Education

Signature of person conducting drill: Jenny Thompson

Fire (fire chief or designee) present  
Name and Title: ~~AAA~~ CFC BRANON BOLENA

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