

**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: 9/25/17

Time Drill was held: 9:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4min to make sure everything

Total Participants: _____ Remarks: locked + secure.

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# 1 out of 2 for school year 2017/2018

Cardiac# _____ out of 1 for school year 20__/20__

Name of person conducting drill: Jenny Thompson

Title of person conducting drill: Director

Signature of person conducting drill: Jenny Thom

Fire (fire chief or designee) present
Name and Title: Off. Brian Beeman #55

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