

## School Emergency Drills Documentation Form

Type of Drill:☒ Fire Drill (5 required)(3 by 12/1)☐ Tornado Drill (2 required)( 1 in March)☐ Shelter In Place (1 required)☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)☐ Cardiac Drill (1 required)Time of Drill:☒ Standard☐ Class Change☐ Recess☐ Lunch

RVA

Name of Reporting School: Administration / Child CareDate of Drill: 3.25.15Time Drill was held: 1:05 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 1 min 35 sec.Total Participants: 99

Remarks: \_\_\_\_\_

Comm Ed = 10 Sp = 6 MDW = 16GSRP = 36 BB = 15 Pond = 16

This report is for Emergency Drill

Fire#

4out of 5 for school year 20 14 /2015

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\_\_

Cardiac#

out of 1 for school year 20\_\_/20\_\_

Name of person conducting drill: Jane DownsTitle of person conducting drill: Child Care Director

Signature of person conducting drill:

Jane Downs

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL

FAX NUMBER 866-7112