

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

X

Fire Drill (6 required)

X

Standard

Tornado Drill (2 required)

Class Change

Lock Down/Shelter in Place Drill
(2 required)

Recess

Other Events

Name of Reporting School:

River Valley Academy

Date of Drill:

9-17-14

Time Drill was held:

11:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

51 seconds

Total Participants:

38

Remarks:

This report is for emergency Drill #

1

for school year

2015

Name of person conducting Drill:

Casey Teliczan

Title of person conducting Drill:

student coordinator

Signature of person conducting Drill:

Drill was coordinated with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name and Title _____

OR

Fire (fire chief or designee)
Name and Title _____

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