

**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

Name of Reporting School: River Valley Academy

Date of Drill: 11/2/16 Time Drill was held: 9:15a (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1min

Total Participants: _____ Remarks: _____

This report is for Emergency Drill

Fire# 2 out of 5 for school year 2016 /2017
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: Jenny Thompson

Title of person conducting drill: Director of RVA + RAE

Signature of person conducting drill: _____

Fire (fire chief or designee) present
Name and Title: _____

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