

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 AcademyDate of Drill: 3/22/17 Time Drill was held: 12:30 (a.m. p.m.)Exact time required to evacuate/shelter/secure: 55 seconds

Total Participants: _____ Remarks: _____

This report is for Emergency Drill

Fire# <u>4</u>	out of 5 for school year 20 <u>16</u> /20 <u>17</u>
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 ThompsonTitle of person conducting drill: Director of RVA - Adult Ed.Signature of person conducting drill: Jenny Thompson

Fire (fire chief or designee) present

Name and Title: _____

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