

**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: 11/17/16 Time Drill was held: 12:50p (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 50 seconds

Total Participants: \_\_\_\_\_ Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 3 out of 5 for school year 2016 /20 17  
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: Jennifer Thompson

Title of person conducting drill: Director

Signature of person conducting drill: JTm

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

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