

School Emergency Drills Documentation Form

Type of Drill:

- ☐ Fire Drill (5 required - 3 by Dec. 1)
☐ Tornado Drill (2 required - 1 in March)
☐ Shelter in Place (2 required)
☒ Lock-down (2 required - 1 prior to Dec. 1)

Time of Drill:

- ☒ Standard
☐ Class Change
☐ Recess
☐ Lunch

Name of Reporting School:

Child Care - Adm - R Valley

Date of Drill:

Feb. 9, 2017

Time Drill was held:

9:30 AM

☒ a.m.

☐ p.m.

Exact time required to evacuate/shelter/secure:

2.00 minutes

Total Participants:

87 children (preschool) + 21 adults

Remarks:

Took longer to lock down because not everyone heard the signal.

This report is for the following Emergency Drill Year/Type/#:

School
Year 2016-17

Fire Drill #

Tornado #

Shelter IP #

Lock-down # 2

Name of person conducting drill:

Melissa Cochran

Title of person conducting drill:

Director

Signature of person conducting drill:

Melissa Cochran

Fire Chief present (or designee):

Title:

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