

**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 by 10/31)

Time of Drill:

Standard

Class Change

Recess

Lunch

Name of Reporting School: River Valley

Date of Drill: 11-16-24 Time Drill was held: 12:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min

Total Participants: Approx 30 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 3 out of 5 for school year 2024/2025  
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: Cecily Walczuk

Title of person conducting drill: Admin Assistant

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: P. Dourag #57

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