

**EMERGENCY DRILLS REPORT FORM  
2016-2017**

**Fire Drills**

Sec. 19 (3) A minimum of 5 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. 3 of the 5 fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
10-3-16	2:03pm	409	3:43.93	Alarm system worked well Seven teachers had signs.
10-5-16	12:35pm	406	3:20.15	Fire Drill during lunch period. # Students exit and find home room teacher
10-7-16	10:00am	410	2:58.22	During SPA

Joy Preparatory Academy

*Jessica Row* / 10-10-16  
School Leader Signature/Date

Please post this log on the Academy's website within 30 school days after the drill is completed and is maintained for at least three years.

Not later than September 15<sup>th</sup> of each school year, the chief administrator of a school shall provide a list of the scheduled drill days for the schools buildings operated by the school to the county emergency management coordinator.

## EMERGENCY DRILLS REPORT FORM 2016-2017

### Lock Down Drills

Sec. 19 (5) A minimum of 3 lock down drills is required for each school year for a school that operates any of grades kindergarten to 12. Occupants must be restricted to the interior of the building and the building must be secured. At least 1 of the drills must be conducted by December 1<sup>st</sup> of the school year. At least 1 drill must be conducted after January 1<sup>st</sup>. The 3<sup>rd</sup> drill should be conducted before the end of the school year.

Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
11-8-16	1:35 pm	401	4:10.11	Review procedures with each staff member
2-24-17	1:15	408	3:18.14	Students watched lock down procedure video.

Joy Preparatory Academy

Jessica Ruy / 2-24-17  
School Leader Signature/Date

Please post this log on the Academy's website within 30 school days after the drill is completed and is maintained for at least three years.

Not later than September 15<sup>th</sup> of each school year, the chief administrator of a school shall provide a list of the scheduled drill days for the schools buildings operated by the school to the county emergency management coordinator.

## EMERGENCY DRILLS REPORT FORM 2016-2017

### Tornado Drills

Sec. 19 (4) A minimum of 2 tornado drills is required for each school year for a school that operates any of grades kindergarten to 12. At least 1 of the drills must be conducted in March of the school year.

Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
1-24-17	1:15pm	402	4:29	Reviewed procedures at a staff meeting in order to improve time.

Joy Preparatory Academy

Jessica Rice 1-24-16  
School Leader Signature/Date

Please post this log on the Academy's website within 30 school days after the drill is completed and is maintained for at least three years.

Not later than September 15<sup>th</sup> of each school year, the chief administrator of a school shall provide a list of the scheduled drill days for the schools buildings operated by the school to the county emergency management coordinator.