

## 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 SFA

Joy Preparatory Academy

Josica Ruiz 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.

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### 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	1:35pm	401	4:10.11	Review procedures with each staff member

Joy Preparatory Academy

Jessica Riva / 11-10-16  
School Leader Signature/Date

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