

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 1st of the school year. At least 1 drill must be conducted after January 1st. The 3rd 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
2-24-17	1:15pm	408	3:18.14	Students watched lock down procedure video
3-30-17	1:50	394	3:05.12	Building and classrooms secured

Joy Preparatory Academy

Jessica Kira 3-30-17
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 15th 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.