

## Emergency Drills Report Form 2016-17

*Fire Prevention Act 4713 requires five (5) fire drills each school year – three (3) should be conducted by Dec 1, and two (2) drills during the remainder of the academic year. Two (2) in-building tornado safety drills (at least one (1) during March) and three (3) lock down drills (one(1) by December 1) One of drills shall take place during lunch time or when significant number of students are not in classrooms.*

### Fire Drills--5

Date	Time Drill(s) Conducted	# of Participants	Evacuation Time	Comments
9/15/16	10am	127	1 min 56 sec	Principal not in building when occurred—assistant did well. First one of year and no major issues.
9/27/16	12:00 (lunch)	124	1 min 44 sec	All went very well; One student separated from class but under adult supervision; 3 subs in building
10/31/16	2:00 pm	101	1 min 50 sec	Unexpected drill, students not moving quietly and quickly; some staff did not close doors as left room
4/21/17	8:55 am	123	1 min 43 sec	Need to reiterate to move quietly and quickly

### Lock Downs--3

Date	Time Drill(s) Conducted	Drill Conducted By: (Initial/Identify)	Comments
10/11/16	9:30am	Dr. Baroni, principal	Had staff knock on doors; only one staff member answered. Students very quiet!
1/10/17	1:00	Ms Fisher (OM)	Everyone did great. Lesson learned need to contact gym area and let Vista Maria staff know procedures

### Tornado Drills--2

Date	Time Drill(s) Conducted	# of Participants	Response Time	Comments
9/28/16	9:30am	125	1 min 10 sec	Went very well
3/2/17	8:45 am	120	! min 5 sec	Students moved quickly and were quiet

Clara b Ford Academy



4-21-2017

Administrator's Signature/Date

Keep a copy on file for Fire Inspector and Central School Office information.