

# RICHLAND AREA COMMUNITY CENTER

## EMERGENCY DRILL DOCUMENTATION LOG

Reporting School:	<b>RACC</b>					
Reporting Period:			School Year:	<b>2016-17</b>		

### FIRE DRILLS (5 REQUIRED) 3 before Dec. 1st

DATE / TIME OF DAY			DRILL TIME	# OF	EVAC. TIME	PERSON CONDUCTING DRILL
MONTH	DAY	TIME	(SEE BELOW)	STUDENTS		
September	19	1:30	1	10	1 min 45 sec	D.Bordner
October	25	2:30	1	16	2 min 14 sec	D.Bordner

### TORNADO DRILLS (2 REQUIRED)

DATE / TIME OF DAY			DRILL TIME	# OF	SHELTER	PERSON CONDUCTING DRILL
MONTH	DAY	TIME	(SEE BELOW)	STUDENTS	TIME	

### LOCKDOWN DRILLS (3 REQUIRED) 1 before Dec. 1st & 1 after Jan. 1st

DATE / TIME OF DAY			DRILL TIME	# OF	SHELTER	PERSON CONDUCTING DRILL
MONTH	DAY	TIME	(SEE BELOW)	STUDENTS	TIME	
November	7	3:15	1			

<b>DRILL TIME:</b>	1- Standard	2-Recess	3-Lunch	4-Between Classes
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<b>DRILL CONDUCTED IN COORDINATION WITH</b>	EMERGENCY MANAGER	FIRE	POLICE
			SRD

NOTE: Drills must be conducted in coordination with local Office of Emergency Management as well as local Police or Fire. Representative of those agencies need not be present at time of drill. Copy of this document must be forwarded either electronically or hardcopy to the local Office of Emergency Management. This log is intended to be completed at beginning of school year and forwarded to OEM to inform them of schools drill schedule. See below for contact information.

Kalamazoo County Office of Emergency Management

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