

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required, one in March)
 Lock Down (3 required) 2 of 3
 Lockdown (recess or cafeteria)
 Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: James T. Jones Elementary

Date of Drill: 12-13-17 Time drill was held: 2¹⁰ (pm/am)

Exact time required to evacuate/shelter/secure: 37 secs.

Total Participants: 385 (students and staff)

Remarks: 5th grade switching classes at this time

This report is for emergency drill # 6 for school year 2017-18

Name of person conducting drill: Kristina M. Hansen

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title  , principal

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title PSO Todd Nowak 8 Gladstone PSD

OR

Fire (fire chief or designee)
Name & Title _____