

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: 14 Dec. 2016 Time drill was held: 2³⁰ (pm/am)

Exact time required to evacuate/shelter/secure: 32 secs.

Total Participants: 344 (adults and students)

Remarks: 1 substitute in the building

This report is for emergency drill # 6 for school year 2016-17

Name of person conducting drill: Kristine 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 Dawn Sager, PSO
Dawn Sager

OR

Fire (fire chief or designee)
Name & Title _____