

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events Monthly movie and library visit for several classes

Name of Reporting School: James T. Jones Elementary

Date of Drill: 4/6/17 Time drill was held: 1¹⁰ (pm/am)

Exact time required to evacuate/shelter/secure: 23 secs.

Total Participants: 352 (includes staff and students)

Remarks: One substitute in the building

This report is for emergency drill # 8 for school year 2016-17

Name of person conducting drill: Kristina M. Hansen

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title [Signature], principal

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Dawn Sayer, PSO
Dawn Sayer

OR

Fire (fire chief or designee)
Name & Title _____