

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

Fire Drill (5 required)

Standard

Tornado Drill (2 required, one in March)

Class Change

Lock Down (3 required)

Recess

Lockdown (recess or cafeteria)

Other Events

Lockdown (Air handlers off, reacting to hazardous material)

Name of Reporting School: James T. Jones Elementary

Date of Drill: 9-12-19 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 43 secs.

Total Participants: 373 students + staff

Remarks: _____

This report is for emergency drill # 2 for school year 2019-20.

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 _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____