

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 ^{1 of 5} required)
- Tornado Drill (2 required, one in March)
- Lock Down (3 required)
- 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: 9/7/17 Time drill was held: 9²⁰ (pm/am)

Exact time required to evacuate/shelter/secure: 1 min. 41 secs.

Total Participants: 396 includes staff and students

Remarks: First drill of the year

This report is for emergency drill # 1 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 Kristina M. Hansen, 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 _____