

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required, one in <sup>1 of 2</sup> 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: 3-8-18 Time drill was held: 8<sup>30</sup> (pm/am)

Exact time required to evacuate/shelter/secure: Not timed


Total Participants: 382 (staff and students) ↓

3 subs in the building

Remarks: First tornado drill is instructional - clear directions given over PA system to instruct students about proper body position  
This report is for emergency drill # 8 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  
Kristina M. Hansen

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

OR  
Fire (fire chief or designee)  
Name & Title \_\_\_\_\_