

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

3 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: Gladstone Junior High

Date of Drill: 10/11/17 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1:25

Total Participants: 355

Remarks: \_\_\_\_\_

This report is for emergency drill # 4 for school year 2017/18.

Name of person conducting drill: David A. Ballard

Title of person conducting drill: Principal

Signature of person conducting drill: David A. Ballard

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Bob Berbohm

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title PSO Todd Low 8 Gladstone PSD

**OR**

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