

School Emergency Drills Documentation Form

Type of Drill

Fire Drill (5 required)

Tornado Drill (2 required, one in March)

Lock Down (3 required) 1 of 3

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: 1-15-19 Time drill was held: 1:15 (pm/am)

Exact time required to evacuate/shelter/secure: 24 SECS.

Total Participants: 354 (staff and students)

Remarks: First lockdown of the year - 2 issues to resolve by Maint. Dept.

This report is for emergency drill # 6 for school year 2018-19.

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 Bob Berbohm

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 _____