

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required) 1 of 5
- 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. Jone Elementary School

Date of Drill: 9-6-18 Time drill was held: 10<sup>30</sup> (pm/am)

Exact time required to evacuate/shelter/secure: 1 min. 39 sec.

Total Participants: 374 (staff + students)

Remarks: First drill of the year - new routes  
3rd grade students learning

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

### 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 \_\_\_\_\_