

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

- Fire Drill (5 required) 5 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)
- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: James T. Jones Elementary

Date of Drill: 10/30/18 Time drill was held: 11:20 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 1 min. 32 Secs.

Total Participants: 352 (staff and students)

Remarks: Fog machine in cafeteria caused alarms to go off -  
no actual fire

This report is for emergency drill # 5 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 Nowb8 Gladstone PSD

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