

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

Fire Drill (5 required)

Standard

Tornado Drill (2 required, one in March)

Class Change

1 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 School

Date of Drill: 1/15/19 Time drill was held: 1:15 (pm/am)

Exact time required to evacuate/shelter/secure: 20 seconds

Total Participants: 370

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

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

Name of person conducting drill: David 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 Bertahn

**AND**

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

**OR**

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