

# School Emergency Drills Documentation Form

Type of DrillTime of Drill3 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 SchoolDate of Drill: 10/24/19 Time drill was held: 1:00 (pm/am)Exact time required to evacuate/shelter/secure: 1:24Total Participants: 370

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

This report is for emergency drill # 4 for school year 2019/20Name of person conducting drill: David BallardTitle of person conducting drill: PrincipalSignature of person conducting drill: David A. Ballard

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Paul R. Geyer**AND**Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title PSO Todd New 108 Gladstone PSD**OR**Fire (fire chief or designee)  
Name & Title \_\_\_\_\_