

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)  
 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: GLADSTONE HIGHT SCHOOL

Date of Drill: 10-9-15 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: < 1 MINUTE

Total Participants: 520

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

This report is for emergency drill # 3 for school year 15-16.

Name of person conducting drill: BRADY DOWNEY

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Brady Downey

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title [Signature]

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Paul Sailer PSO  
Paul Sailer

**OR**

Fire (fire chief or designee)

Name & Title \_\_\_\_\_