

# 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 HIGH SCHOOL

Date of Drill: 12-15-15 Time drill was held: 11:15 (pm/am)

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

Total Participants: 515

Remarks: WELL DONE

This report is for emergency drill # 5 for school year 15-16.

Name of person conducting drill: BRADY DOWNEY

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title [Signature] - PRINCIPAL

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title DAVE SALES DSO  
DAVE SALES

**OR**

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