

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

4 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

Date of Drill: 11/01/16 Time drill was held: 11:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1:09 min

Total Participants: 370

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

This report is for emergency drill # 5 for school year 2016/17.

Name of person conducting drill: David A. Ballard

Title of person conducting drill: Principal

Signature of person conducting drill: David A. Ballard

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Mark Sailer, PSO

OR

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