

## School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

*Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.*

School: James T. Jones Elementary

Principal: Holly Howes

Date of drill: 9-7-23 Number of students: 357 Number of staff: 29

Time initiated: 8:45 (a.m./p.m.) Time concluded: 8:50 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: new procedure - wait for evacuate announcement

This report is for:  
(circle number next to applicable drill)

Fire drill number 1 2 3 4 5 for the 2023-2024 school year

Tornado drill number 1 2 for the 2023-2024 school year

Safety/Security drill number 1 2 3 for the 2023-2024 school year

Name of person conducting drill: Holly Howes

Title of person conducting drill: Principal - Jones Elem.

Signature or person conducting drill: Holly Howes Date: 9-7-23

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: Gleditsia Public Safety Name: Ronald L. Robinson Title: Director

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Must post on the school's website within 30 days after completing the drill.  
The form must be maintained on the school website for at least three years.**