

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Jackson Preparatory & Early College

Date of Drill: 2-5-15 Time drill was held: am (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 245

Remarks: _____

This report is for emergency drill # 5 for school year 2015.

Name of person conducting drill: Shane Malmquist

Title of person conducting drill: Dean of Students

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Jackson College Security Office

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____