

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 High / Parkersburg

Date of Drill: 9/24 Time drill was held: 8:10 AM (pm/am)

Exact time required to evacuate/shelter/secure: 6 min

Total Participants: 1195

Remarks: _____

This report is for emergency drill # 1 for school year 21-22

Name of person conducting drill: Jack A. Fairley

Title of person conducting drill: Director of Athletics

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____