

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: JPS Montessori

Date of Drill: 11/5/21 Time drill was held: 10:00am (pm/am)

Exact time required to evacuate/shelter/secure: 1:46

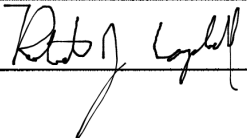
Total Participants: 120

Remarks: Two teachers struggled with locking their doors, and one wasn't locked when I went around to check. We will work on this procedure, and have teachers leave their doors locked at all times and utilize to door magnets during the day.

This report is for emergency drill # 4 for school year 2021/22.

Name of person conducting drill: Rob Campbell

Title of person conducting drill: Interim Principal

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 _____