



**Emergency Drill Documentation Form**

<b>Date of Drill:</b>	2/10/26	
<b>Start Time of Drill:</b>	11:00am	
<b>Type of Drill</b>	Fire	<input type="checkbox"/>
	Lockdown	<input checked="" type="checkbox"/>
	Tornado	<input type="checkbox"/>
<b>Time of Drill:</b>	During Class Period	<input checked="" type="checkbox"/>
	Class Transition	<input type="checkbox"/>
	Lunch	<input type="checkbox"/>
<i>(If other, list the specific type here)</i>	Other:	<input type="checkbox"/>
<b>Exact Time To Evacuate/Shelter/Secure:</b>	3 minutes	
<b>School Year of Emergency Drill:</b>	2025 - 2026	
<b>Name of person conducting the drill:</b>	Tianna Newby	
<b>Title:</b>	Operations Manager	
<b>Signature:</b>	<i>Tianna Newby</i>	
<b>Date:</b>	2/10/24	

**Note:** Keep original, send a copy to be posted on the JRLA website. Must be posted within 30 days of drill.