JACKSON PREPARATORY & EARLY COLLEGE
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Emergency Drill Evaluation Report

Type of drill: Fire Date of drill: 9/14/26

Time drill started: 10:28 am Time drill concluded: 10:32 am

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

Time alarm sounded: 10:28 am

Time when all employees cleared the building and were accounted for: 10:32 am

Remarks:

This report is for emergency drill # 1 for school year 26-27

Name of person conducting drill: Michele LaBo

Title of person conducting drill: Sub Secretary

Signature of person conducting drill: Michelle LaBo

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title_____

_____ Law Enforcement
Name & Title_____

_____ Fire Chief or designee
Name & Title_____

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Emergency Drill Evaluation Report

Type of drill: Emergency Drill # 2- Lockdown Date of drill: 9/25/26

Time drill started: 2:40pm Time drill concluded: _____

Exact time required to evacuate/shelter/secure: 1 min 49 seconds

Time alarm sounded: 2:40

Time when all employees cleared the building and were accounted for: 2:42pm

Remarks:

Need to reiterate drill expectations.

This report is for emergency drill # 2 for school year '26-27

Name of person conducting drill: Michele LaBo

Title of person conducting drill: Sub Secretary

Signature of person conducting drill: Michelle LaBo

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title_____

_____ Law Enforcement
Name & Title_____

_____ Fire Chief or designee
Name & Title_____

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Emergency Drill Evaluation Report

Type of drill: Lockdown Date of drill: 9/25/2026

Time drill started: 2:39 PM Time drill concluded: 2:41 PM

Exact time required to evacuate/shelter/secure: 1 min 41 seconds

Time alarm sounded: 2:39 PM

Time when all employees cleared the building and were accounted for: 2:41 PM

Remarks:

This report is for emergency drill # 2 for school year 2026-2027

Name of person conducting drill: Cindy Pier

Title of person conducting drill: Office Manager

Signature of person conducting drill: Cindy Pier

Drill was coordinated with:

_____ Emergency Management Coordinator
Name & Title_____

_____ Law Enforcement
Name & Title_____

_____ Fire Chief or designee
Name & Title_____