

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

Time of Drill

- | | |
|-----------------------------------------------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (6 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down / Shelter in Place Drill
(2 required) | <input type="checkbox"/> Recess |
| | <input type="checkbox"/> Other Events |

Name of Reporting School: Thomas Read Elementary & Early Childhood Center, Shelby Public Schools

Date of Drill: 9/5/2014

Time drill was held: 10:35 AM

Exact time required to evacuated / shelter / secure: 4 min.

Total Participants: 436 Child Pulled Alarm

Remarks: All doors closed & all "all clear" signs up. People started to come in when the clear announcement v
nouncement was made. We will put in the bulletin that in order to re-enter the building, the alarm MUST BE OFF a
OFF and the announcement "people may now enter the building" is made. Reminder - class lists.

This report is for emergency drill # 1 for school year: 2014-2015

Name of person(s) conducting drill: Dannielle McGuire

Title of person(s) conducting drill: 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: _____

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