

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

Time of Drill

- | | |
|--|--|
| <input type="checkbox"/> Fire Drill (6 required) | <input checked="" type="checkbox"/> Standard |
| <input checked="" 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 (indoor) |
| | <input type="checkbox"/> Other Events |

Name of Reporting School: Thomas Read Elementary

Date of Drill: 9/18/2014 Time drill was held: 1:03 AM

Exact time required to evacuated / shelter / secure: 3 minutes

Total Participants: 481

Remarks: The students were reminded to stay quiet and quickly get in their positions.

This report is for emergency drill # 2 for school year: 2014-2015

Name of person(s) conducting drill: Danielle McGuire

Title of person(s) conducting drill: Thomas Read 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: _____