

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess (indoor)
- Other Events

Name of Reporting School: Thomas Read Elementary

Date of Drill: 9/30/2014 Time drill was held: 2:15 AM

Exact time required to evacuated / shelter / secure: 2 minutes 19 seconds

Total Participants: 503

Remarks: It seemed to go in a very orderly fashion. The students were reminded to stay quiet and and to quickly exit the building.

This report is for emergency drill # 3 for school year: 2014-2015

Name of person(s) conducting drill: Dannielle 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: _____