

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: 10/27/2014 Time drill was held: 1:00 PM

Exact time required to evacuated / shelter / secure: 2 minutes 34 seconds

Total Participants: 514

Remarks: The teachers were not given notice. All classes had their slips out, doors covered and blinds down.

This report is for emergency drill # 5 for school year: 2014-2015

Name of person(s) conducting drill: Mrs. Teresa Mead

Title of person(s) conducting drill: ECC Coordinator

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: _____