

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: 3/25/2015

Time drill was held: 9:45 AM

Exact time required to evacuated / shelter / secure: 2 minutes 40 seconds

Total Participants: 514

Remarks: Everything went smoothly other than one of our special needs students refusing to move.
We discussed what we would have done if it was a real lockdown.

This report is for emergency drill # 11 for school year: 2014-2015

Name of person(s) conducting drill: Mrs. 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: _____