

SCHOOL EMERGENCY DRILLS Documentation Form

Type of Drill

Time of Drill

Fire Drill (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill
(2 required)

Recess

Other Events

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

Date of Drill: 3/17/2014

Time drill was held: 1:45 PM

Exact time required to evacuated / shelter / secure: 4 min. & 34 sec.

Total Participants: 526

Remarks: All doors closed & all "all clear" signs up. People started to come in when the clear announcement 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 # 10 for school year: 2013-14

Name of person(s) conducting drill: Lynette Lentz

Title of person(s) conducting drill: Principal

Signature of person conducting drill: *Lynette Lentz*

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: _____