

<h1 style="margin: 0;">SCHOOL EMERGENCY DRILLS</h1> <h2 style="margin: 0;">Documentation Form</h2>
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- | Type of Drill  | Time of Drill                                       |
|--|---|
| <input type="checkbox"/> Fire Drill (6 required)                         | <input type="checkbox"/> Standard                   |
| <input checked="" type="checkbox"/> Tornado Drill (2 required)           | <input checked="" type="checkbox"/> Class Change    |
| <input type="checkbox"/> Lock Down / Shelter in Place Drill (2 required) | <input checked="" type="checkbox"/> Recess (indoor) |
|  | <input type="checkbox"/> Other Events               |

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

Date of Drill: 3/26/2014 Time drill was held: 9:55 AM

Exact time required to evacuated / shelter / secure: 4 min 36 sec

Total Participants: 521

Remarks: We switched today's drill with Monday as it was to cold to go outside for recess and this lockdown required outside recess. Therefore today's drill was our March tonado drill and Monday's drill will be our March lockdown during a recess. Several classrooms did not put up "all clear" signs. It was also noted that we need to keep one office person in the office to handle the phone and traffic. We plan to arrange a person to time drills from the 2nd grade wing as they are faster than the timer.

This report is for emergency drill # 11 for school year: 2013-2014

Name of person(s) conducting drill: Lynette Lentz

Title of person(s) conducting drill: 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: \_\_\_\_\_