

SCHOOL EMERGENCY DRILLS Documentation Form

Type of Drill

Time of Drill

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

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

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

Date of Drill: 3/31/2014

Time drill was held: 9:55 AM

Exact time required to evacuated / shelter / secure: K/PK-2 min, 1st/3rd - 3 min, & 2nd/sp ed - 4 min 30 sec.

Total Participants: 509

Remarks: Must work on strategies for sp. needs children (especially those who do not transition well). Lynette did playground, Bill did front door/lobby, Diane did 1st & 3rd, Maria did 2nd and special education and Theresa did K and PK and Ginger did the office.

This report is for emergency drill # 12 for school year: 2013-2014

Name of person(s) conducting drill: Lenette Lentz

Title of person(s) conducting drill: Principal

Signature of person conducting drill: *Lenette 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: _____