

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
- Other Events

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

Date of Drill: 9/19/2013

Time drill was held: 12:50 PM

Exact time required to evacuated / shelter / secure: (not timed)

Total Participants: 535

Remarks: Some rooms had paper under the door, some did not. People felt there

needed to be discussion as to the pros and cons of this practice.

This report is for emergency drill # 1 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: _____

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 9/24/2013

Time drill was held: 2:15 PM

Exact time required to evacuated / shelter / secure: 3.5 MIN

Total Participants: 562

Remarks: WENT WELL - STAYED AT DESIGNATED AREA FOR 5 MIN

This report is for emergency drill # 2 for school year: 2013-14

Name of person(s) conducting drill: DIANE ROOD

Title of person(s) conducting drill: OFFICE SECRETARY

Signature of person conducting drill: *Diane L Rood*

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: _____

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 9/30/2013

Time drill was held: 9:20 AM

Exact time required to evacuated / shelter / secure: 3 min and 56 sec

	TR students	absent	ECC students	absent	staff
Total Participants: <u>569</u>	429	23	106	11	68

Remarks: classes missing "ALL CLEAR": [REDACTED] (sub), [REDACTED], [REDACTED], [REDACTED] & [REDACTED]

This report is for emergency drill # 3 for school year: 2012-13

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: _____

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 *K+1 at Recess*
- Other Events

Name of Reporting School: Thomas Read Elementary / ECC

Date of Drill: 10-14-13 Time drill was held: 10:15 Am (pm/am)

Exact time required to evacuate/shelter/secure: 3:28

Total Participants: 428

Remarks: All clear signs on ~~_____~~
Need a sign for ~~_____~~, Ring in ~~_____~~
Lynette spoke to ~~_____~~; ~~_____~~ needs a Ring as well.

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

Name of person conducting drill: Lynette Lentz

Title of person 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 _____

OR

- Fire (fire chief or designee)
Name & Title _____

SCHOOL EMERGENCY DRILLS

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 11/13/2013

Time drill was held: 8:50 AM

Exact time required to evancuated / shelter / secure: (NOT TIMED)

Total Participants: 510


Remarks: ██████ - no all clear sign (Diane talked to her, she forgot). DIDN'T TIME DRILL.

FIRST ALARM PULLED DIDN'T WORK - DIANE DID A WORK ORDER FOR IT.

This report is for emergency drill # 6 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: 

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: JACK WHITE, FIRE CHIEF (HAS SCHEDULE OF LISTED DRILLS)

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Time of Drill

- Standard
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- Recess
- Other Events

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

Date of Drill: 12/10/2013

Time drill was held: 2:00 AM

Exact time required to evacuated / shelter / secure: 4 min. 5 sec

Total Participants: 510

Remarks: none

This report is for emergency drill #

7

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: _____

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Time of Drill

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

Date of Drill: 1/16/2014

Time drill was held: 2:00 p.m.

Exact time required to evacuated / shelter / secure: less than 4 min.

Total Participants: _____

Remarks: All rooms were locked down before staff had a chance to finish checking. May want
timers in each hallway before announcement. Need to talk about "all clear" "papers".

This report is for emergency drill # 8 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: _____

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Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Date of Drill: 3/5/2014

Time drill was held: 9:30 AM

Exact time required to evacuated / shelter / secure: 3 min 42 sec

Total Participants: 525

Remarks: This was a make up fire drill for the one postponed on 2/26 when we were testing and the

temperature was below 0 outside. It was below 0 again today. Seven rooms had no "all clear sign up".

One door was left open. The west exterior door under the stairs was not shoveled. Items to be

discussed at the next staff meeting.

This report is for emergency drill # 9 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: _____