

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: 9/22/2015

Time drill was held: 2:15 AM

Exact time required to evacuated / shelter / secure: 2:37

Total Participants: 438 students 64 staff

Remarks: Students were out of building quickly but it took us another 6 minutes to make sure everyone was accounted for. We need to work on that. Some windows and doors were left open. We are also checking on whether or not to continue using the "All Clear" signs. The fire dept had told us earlier that they liked them because they knew that the room had been checked.

This report is for emergency drill # 2 for school year: 2015-2016

Name of person(s) conducting drill: 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: _____