

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

Date of Drill: 10/19/2018

Time drill was held: 10:00 AM

Exact time required to evacuated / shelter / secure: 4 min 57 sec to get completely across street

Total Participants: 500

Remarks: Radios were not working correctly. Had to rely on green papers. Many didn't have them.
Many doors were left opened and or locked without all clear signs.

This report is for emergency drill # 2 for school year: 2018 - 2019

Name of person(s) conducting drill: Teresa Mead

Title of person(s) conducting drill: Early Childhood Coordinator

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: _____