

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: 11/8/2018

Time drill was held: 2:15 PM

Exact time required to evacuated / shelter / secure: 4 min 11 sec

Total Participants: 411 Students 77 adults

Remarks: 2 Teachers didn't have their attendance done. Need clear direction about how we should handle the classroom doors (should they be closed or open and should we use all clear signs).

This report is for emergency drill # 6 for school year: 2018 - 2019

Name of person(s) conducting drill: KARA VANDERWEELE

Title of person(s) conducting drill: THOMAS READ ELEMENTARY PRINCIPAL

Signature of person conducting drill: *Kara Vanderweele*

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: _____