

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

- Fire Drille (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: 12/13/2018 Time drill was held: 12:45 PM

Exact time required to evacuated / shelter / secure: 4 minutes

Total Participants: 407 Students, 75 adults

Remarks: Many unlocked or unbooted doors. Students at recess came in and sat in cafeteria.

This report is for emergency drill # 7 for school year: 2018 - 2019

Name of person(s) conducting drill: Kara Vanderweele

Title of person(s) conducting drill: Thomas Read Elementary

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: _____