

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: 2/27/2017 Time drill was held: 2:40 PM

Exact time required to evacuated / shelter / secure: 4 min 46 sec

Total Participants: 400 students 74 staff

Remarks: A kindergarten student pulled the alarm.

This report is for emergency drill # 10 for school year: 2016-2017

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: _____