

# 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: 10/3/2016

Time drill was held: 1:05 AM

Exact time required to evacuated / shelter / secure: 10 min

Total Participants: 456 students 72 staff

Remarks: Many of the doors were locked without all clear signs. One of our special need students was not with class. He was not initially reported missing with out being certain of where he was. It took along time to find where he was using the radio. Good practice because many of our students are in and out of classroom during day.

This report is for emergency drill # 3 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: \_\_\_\_\_