

# 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 & Early Childhood Center, Shelby Public Schools

Date of Drill: 10/11/2016 Time drill was held: 9:00 AM

Exact time required to evancuated / shelter / secure: 3:07 minutes

Total Participants: 402 Students 72 Adults

Remarks: \_\_\_\_\_

Everyone got in their designated areas very quickly.  
We were missing 2 classes of third graders for a field trip.

This report is for emergency drill # 4 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: \_\_\_\_\_