

# 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: 10/25/2016

Time drill was held: 1:10 PM

Exact time required to evanuated / shelter / secure: 3 min 17 sec

Total Participants: 523

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

Everything went quickly and with out incident

This report is for emergency drill # 5 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: \_\_\_\_\_