

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: 1/25/2017

Time drill was held: 2:00 PM

Exact time required to evacuated / shelter / secure: 4 min 47 sec

Total Participants: 438 students 68 staff

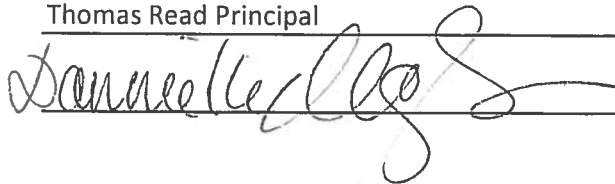
Remarks: Many of the doors were locked without all clear signs. We need clarification from the fire department what the policy is about the signs and locked doors.

This report is for emergency drill # 8 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: _____