

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

Date of Drill: 9/14/2018

Time drill was held: 10:00 AM

Exact time required to evacuated / shelter / secure: 3 min 57 sec

Total Participants: 405

Remarks: Went very smoothly

This report is for emergency drill # 1 for school year: 2018 - 2019

Name of person(s) conducting drill: Kara Vanderweele

Title of person(s) conducting drill: Thomas Read Principal

Signature of person conducting drill: *Kara Vanderweele*

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: _____