

**SCHOOL EMERGENCY DRILLS
Documentation Form**

Type of Drill

Time of Drill

Fire Drille (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill
(2 required) During Passing
2nd drill

Recess

Other Events

Name of Reporting School: Thomas Read

Date of Drill: 3/21/2018

Time drill was held: 9:45 AM

Exact time required to evacuated / shelter / secure: 2 minutes 15 seconds

Total Participants: 434 students & 74 staff

Remarks: Everything went smoothly

This report is for emergency drill # 11 for school year: 2017-2018

Name of person(s) conducting drill: Dannielle McGuire

Title of person(s) conducting drill: Principal

Signature of person conducting drill:

Dannielle J M McGuire

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: _____