

**SCHOOL EMERGENCY DRILLS  
Documentation Form**

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill  
(2 required) During Passing  
2nd drill

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Thomas Read

Date of Drill: 4/11/2018 Time drill was held: 1:00 PM

Exact time required to evacuated / shelter / secure: 3 minutes 38 seconds

Total Participants: 426 students & 79 staff

Remarks: Students were coming in from recess when the drill started, had to do attendance to make sure everyone was accounted for because they don't come in as classes.

This report is for emergency drill # 12 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: 

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: \_\_\_\_\_